

# eRecruit for Recruiters v9.1

October 1, 2011



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# Table of Contents

<b>eRecruit for Recruiter .....</b>	<b>1</b>
<b>Job Openings .....</b>	<b>1</b>
Create a Job Opening .....	1
Modify/Approve/Deny a Opening .....	15
<b>Screening.....</b>	<b>17</b>
Screen a Job Opening .....	17
<b>Interviews.....</b>	<b>30</b>
Manage Interview Schedule.....	30
Create/Complete Interview Evaluation .....	33
<b>Manage Applicants .....</b>	<b>37</b>
View Applicant Profile .....	38
Prepare Internal Applicant for Promotion/Demotion/Transfer .....	41
Prepare External Applicant for Hire .....	47
<b>Reports .....</b>	<b>51</b>
Internal Application Print by Applicant.....	51
Internal Application Print by Job Opening .....	54
<b>Appendixes.....</b>	<b>58</b>
Appendix A: Create a Job Opening Job Aid.....	58
Appendix B: Create/Complete Interview Evaluation Job Aid .....	67
Appendix C: Internal Application Print by Applicant Job Aid .....	69
Appendix D: Internal Application Print by Job Opening Job Aid .....	71
Appendix E: Manage Interview Schedule Job Aid .....	72
Appendix F: Modify/Approve/Deny a Opening Job Aid .....	73
Appendix G: Prepare External Applicant for Hire Job Aid .....	74
Appendix H: Prepare Internal Applicant for Promotion/Demotion/Transfer Job Aid .....	76
Appendix I: Screen a Job Opening Job Aid .....	78
Appendix J: View Applicant Profile Job Aid .....	82

# eRecruit for Recruiter

## eRecruit for Recruiters v9.1

This module is geared toward those who have been assigned to a “Recruiter” role in PeopleSoft 9.1. This module covers topics related to creating job openings, modifying, approving, or denying job requisitions, locating job openings, and reopening or extending job openings. It also covers preliminary and final application screening, finding applicants, and managing applicants. In addition, the topics of preparing an internal applicant for promotion, transfer or demotion, and preparing an external applicant for hire are covered. Printing an individual application and printing a group of applications for a specific requisition number are also included in this module.

## Job Openings

### Job Openings:

In this section you will learn how to

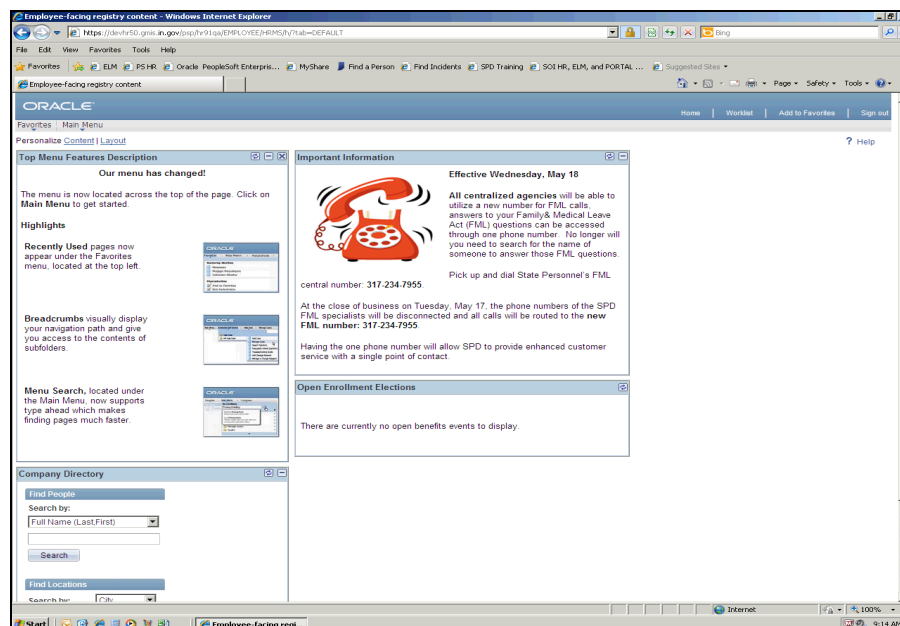
- Create a Job Opening
- Modify/approve/deny a Job Opening



## Create a Job Opening

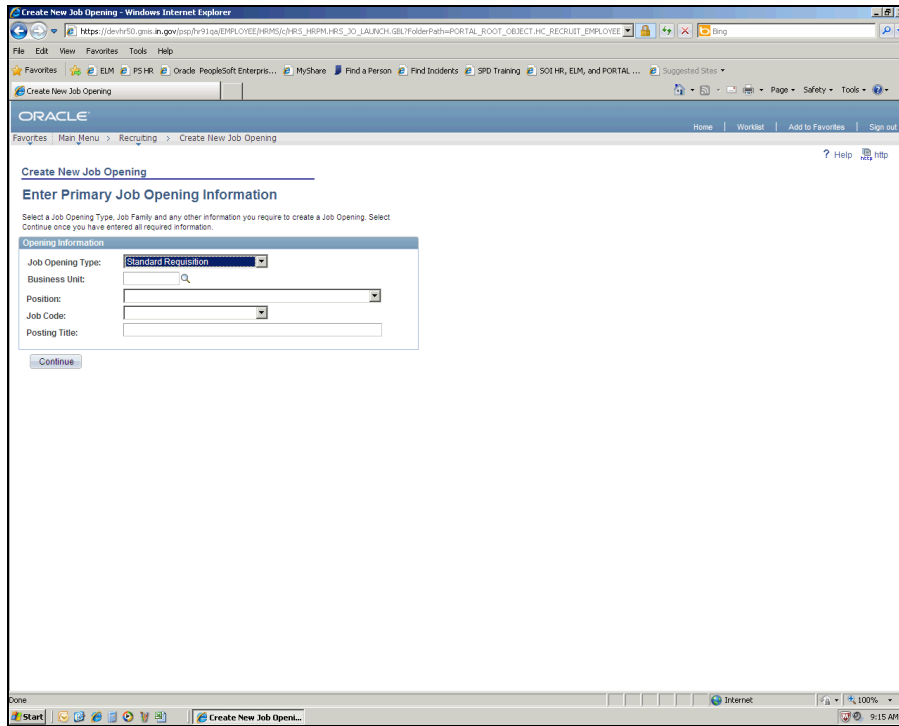
### Create a Job Opening:




In this section you will learn how to create a job opening for an approved vacancy with the goal of obtaining an appropriate candidate pool from which to select and hire.


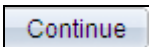



### Procedure





Step	Action
1.	Click the <b>Main Menu</b> button. 
2.	Point to the <b>Recruiting</b> menu.
3.	Click the <b>Create New Job Opening</b> menu. 

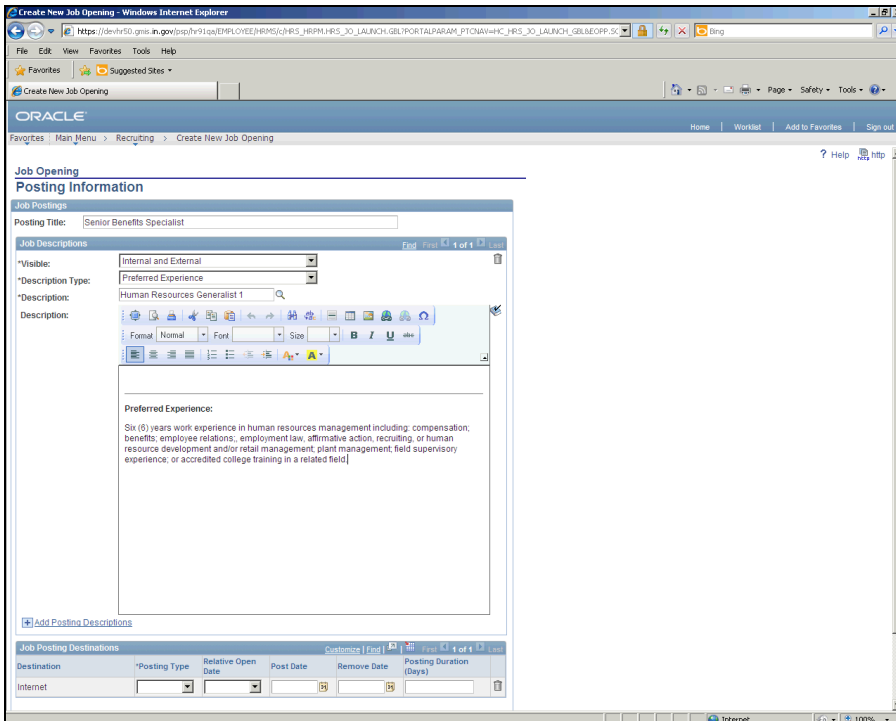



Step	Action
4.	Leave Job Opening Type as Standard Requisition.  Click in the <b>Business Unit</b> field. 
5.	Enter the desired information into the <b>Business Unit</b> field. Enter "00070".
6.	Press <b>[Tab]</b> .
7.	Type in the SHC-approved position number OR click on the magnifying glass to search for the SHC-approved position number.  Click the <b>Position Number</b> button. 
8.	Click the scrollbar. 

Step	Action
9.	Click the <b>10002771</b> link. 
10.	If necessary, change the posting title to reflect the working title. For this example, please highlight the posting title, press the delete key, and type in "Senior Benefits Specialist".  Click in the <b>Posting Title</b> field.
11.	Press <b>[Backspace]</b> .
12.	Enter the desired information into the <b>Posting Title</b> field. Enter " <b>Senior Benefits Specialist</b> ".
13.	Click the <b>Continue</b> button. 
14.	Review the information on the page. If you are posting just one position, no changes are necessary on this page.  If, however, you are attaching more than one position number to this posting (where the job classification and location are the same), click in the <b>Target Openings</b> field and enter the total number of positions that will be attached to this job opening ID number. For this example, enter the number "2" and <b>Tab</b> out of the field.  Press <b>[Enter]</b> .
15.	Enter the desired information into the <b>Target Openings</b> field. Enter " <b>2</b> ".
16.	Press <b>[Tab]</b> .
17.	You will receive an error message.  Click the <b>OK</b> button. 
18.	The number of available openings will auto-populate to match the number in the Target Openings Field.  Press <b>[Enter]</b> .
19.	Scroll down until you can view the <b>Positions</b> box.  Click the button of the scrollbar.
20.	Click the Add Positions link if you are attaching more than one position. In this example, we are attaching two positions.  Click the <b>Add Positions</b> link. 
21.	A blank field appears in which you can place an additional SHC- approved job title/position number.  Click the <b>Magnifying Glass</b> button. 

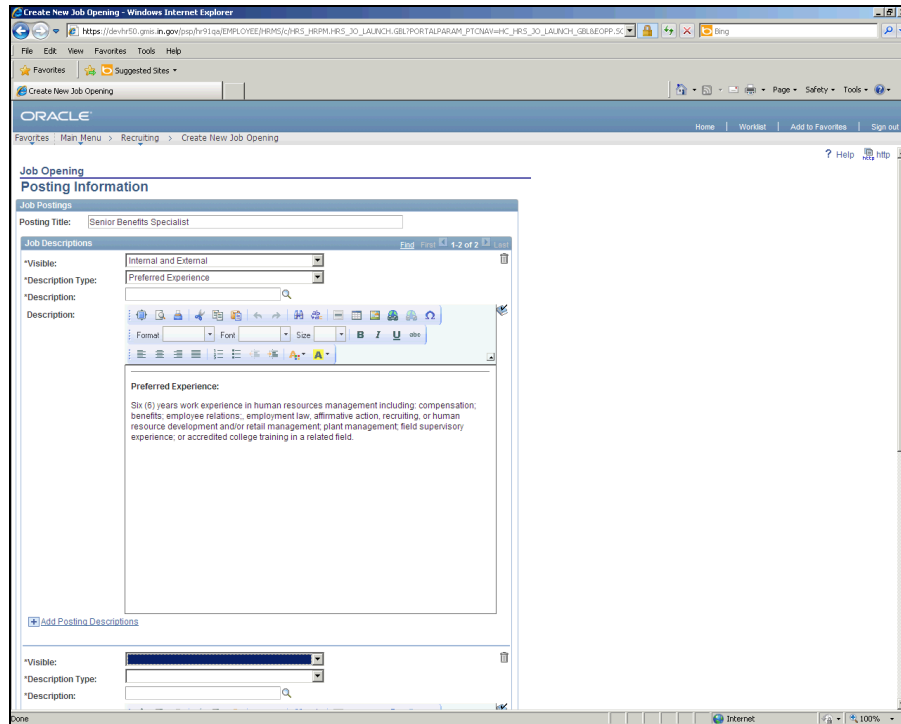
Step	Action
22.	<p>A Look Up Position box opens. Search for the position by entering the position number, the job title, or the job code. Again, the position must have first been approved by the Strategic Hiring Committee in order for you to attach it to this job posting.</p> <p>Press <b>[Enter]</b>.</p>
23.	<p>Click on the HR Generalist 1 position that has been approved by the Strategic Hiring Committee and that you wish to add to this job posting.</p> <p>Click the <b>10002764</b> link.</p> <p><b>10002764</b></p>
24.	<p>The additional Human Resources Generalist 1 position title and position number have been added to the Positions box.</p> <p>To add more position numbers, continue to repeat this process until all positions have been entered. Make sure the number in the <b>Target Openings</b> match the total number of position numbers you have entered in the list. <b>Remember all positions you add must have been approved by SHC.</b></p> <p>Press <b>[Enter]</b>.</p>
25.	<p><b>Optional:</b> if you desire, you may enter the name(s) of the employee(s) being replaced in this box. You may also click on the magnifying glass to search for the employee name(s).</p> <p>Press <b>[Enter]</b>.</p>
26.	<p>You may click the <b>Next Step</b> link to continue.</p> <p>Click the <b>Next Step</b> link.</p> <p><b>Next Step</b></p>
27.	<p>Review the information on Min Requirements page; however, make no changes. You can click on the <b>Next Step</b> link to continue.</p> <p>Click the <b>Next Step</b> link.</p> <p><b>Next Step</b></p>
28.	<p>You may review the information on this page. If necessary, the Recruiter will add information on this page. You can click <b>Next Step</b> link to continue.</p> <p>Click the <b>Next Step</b> link.</p> <p><b>Next Step</b></p>
29.	<p>Click the <b>Add Job Postings</b> link.</p> <p><b>Add Job Postings</b></p>
30.	<p>Select the "Visible" drop down menu.</p> <p>Click the <b>Visible</b> list.</p> <p><input type="text" value="Visible"/></p>
31.	<p>Click the <b>Internal and External</b> list item.</p> <p><b>Internal and External</b></p>





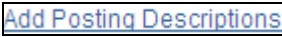



Step	Action
32.	Click the <b>Description Type</b> list. 
33.	Click the "Description Type" field drop-down menu and select Preferred Experience from the list of values. The preferred experience will auto-populate.  <b>Note:</b> Agencies are required to include Preferred Experience in every posting.  Click the <b>Preferred Experience</b> list item. 


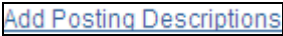



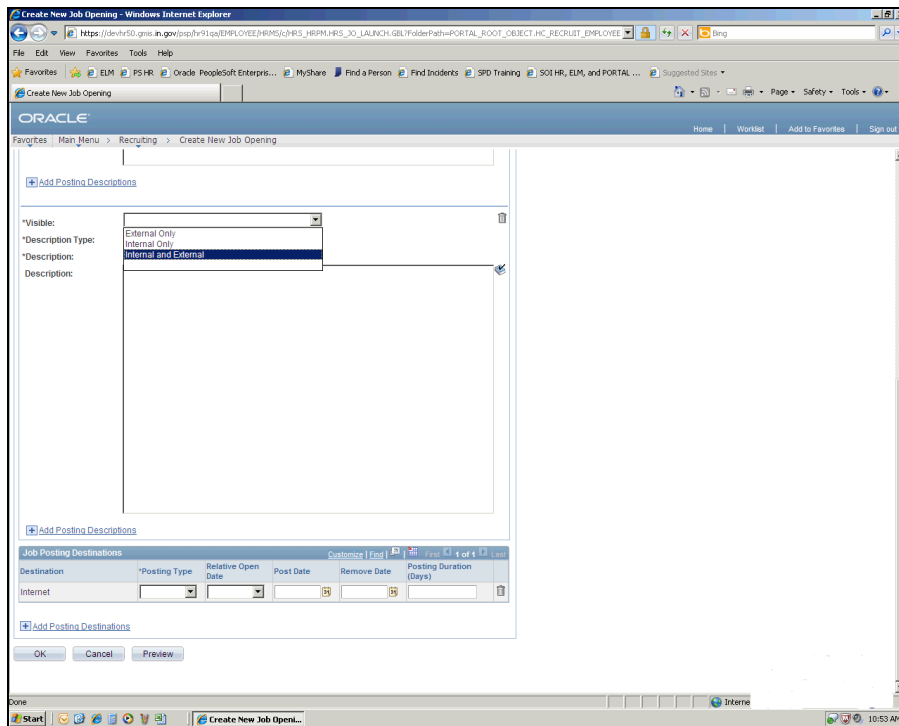
Step	Action
34.	Please do not delete the line or the header that automatically appear in the narrative box. Deleting these will cause formatting problems in the posting on the job bank.  Click the <b>Add Posting Descriptions</b> link. 




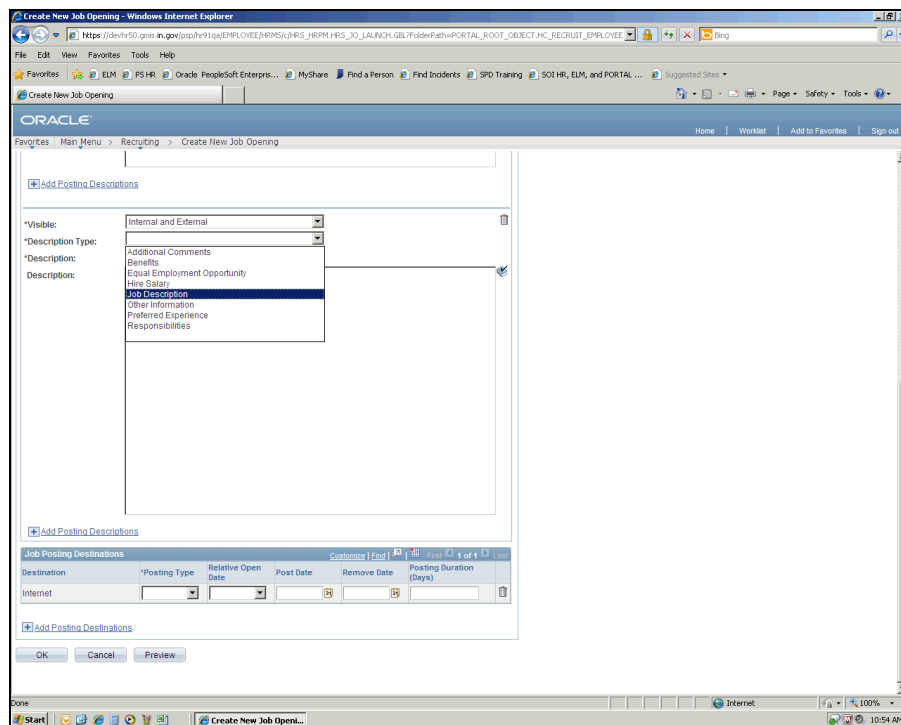






Step	Action
35.	Click the <b>Visible</b> list. 
36.	Click the <b>Internal and External</b> list item. 
37.	Click the <b>Description Type</b> list. 
38.	Click the "Description Type" field drop-down menu and select Benefits from the list of values. The benefits statement will automatically populate.  Click the <b>Benefits</b> list item. 
39.	Click the <b>Add Posting Descriptions</b> link. 
40.	Select the "Visible" drop down menu.  Click the <b>Visible</b> list. 
41.	Click the <b>Internal and external</b> list item. 
42.	Click the <b>Description Type</b> list. 


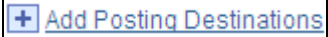


Step	Action
43.	<p>Click the "Description Type" field drop-down menu and select Equal Employment Opportunity from the list of values .The EEO statement will automatically populate.</p> <p>Click the <b>Equal Employment Opportunity</b> list item.</p> 
44.	<p>Click the <b>Add Posting Descriptions</b> link.</p> 
45.	<p>Select the "Visible" drop down menu.</p> <p>Click the <b>Visible</b> list.</p> 

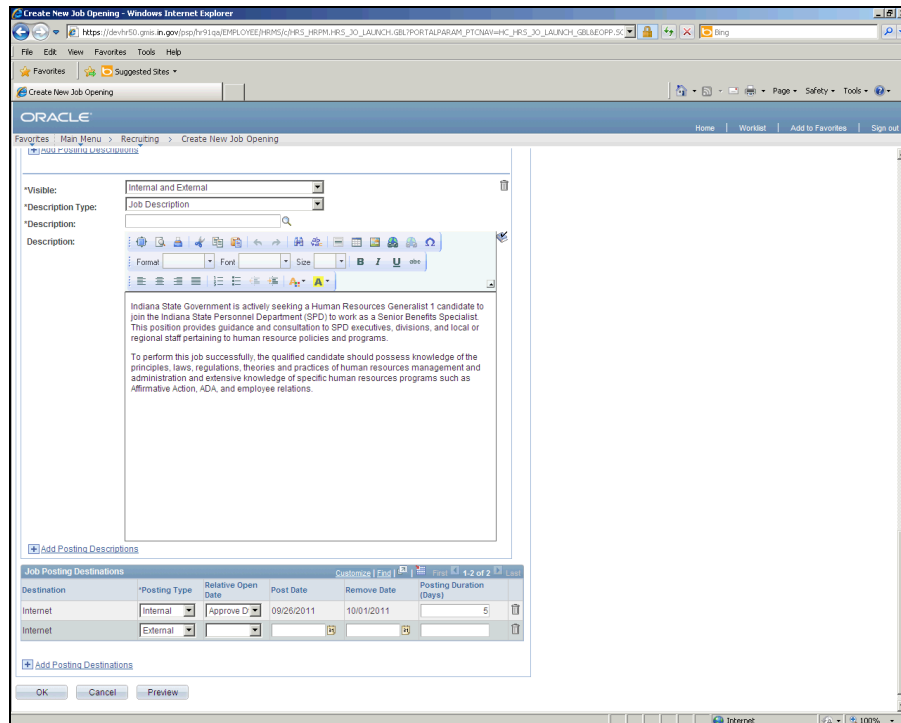



Step	Action
46.	<p>Select Internal and External</p> 





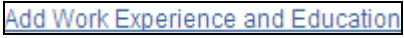


Step	Action
47.	<p>Click the "Description Type" field drop-down menu and select Job Description from the list of values. The job description will not populate automatically.</p> <p>When crafting the verbiage for this section, utilize information from the work profile, benchmark, or job description to give a brief "at a glance" view of the job. The job description should read like a newspaper ad in an effort to draw quality candidates into your applicant pool. The full job description can be provided to the candidate(s) during the interview process.</p> <p>Click the <b>Job Description</b> list item.</p> 
48.	<p>Click the <b>Posting Type</b> list.</p> 
49.	<p>If necessary, continue to add Posting Descriptions for Responsibilities, Hire Salary, Additional Comments, etc. Once the posting information is complete, move to the <b>Job Posting Destination</b> section.</p> <p>The Internet destination is provided for you. Please locate the Posting Type drop down menu.</p> <p>Click the <b>Internal</b> list item.</p> 
50.	<p>Click the <b>Relative Open Date</b> list.</p> 


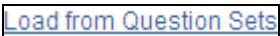


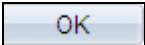


Step	Action
51.	<p>Select the <b>Relative Open Date</b> field from the drop down menu.  Note: This action will populate the <b>Post Date</b> field.</p> <p>Click the <b>Approve Dt</b> list item.</p> 
52.	Enter the desired information into the <b>Posting Duration (Days)</b> field. Enter "5".
53.	<p><b>Note:</b> Pressing the <b>Tab</b> key will populate the <b>Remove Date</b> field.</p> <p>Press <b>[Tab]</b>.</p>
54.	<p>Click the <b>Add Posting Destinations</b> button.</p> 
55.	<p>The <b>Internet</b> destination is provided for you. Please locate the "Posting Type" drop down menu.</p> <p>Click the <b>Posting Type</b> list.</p> 
56.	<p>Click the <b>External</b> list item.</p> 


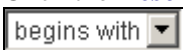
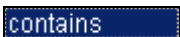



Step	Action
57.	<p>Click the <b>Relative Open Date</b> list.</p> 

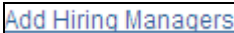
Step	Action
58.	<p>Select the <b>Relative Open Date</b> field from the drop down menu.</p> <p>Click in the <b>Approve Date</b> field.</p> <p><b>Approve Dt</b></p>
59.	<p>Enter the number of days for the posting duration into the <b>Posting Duration</b> field.</p> <p>Enter the desired information into the <b>Posting Duration (Days)</b> field. Enter "<b>5</b>".</p>
60.	<p><b>Note:</b> Pressing the <b>Tab</b> key will populate the <b>Remove Date</b> field.</p> <p>Press <b>[Tab]</b>.</p>
61.	<p>Click the <b>Preview</b> button.</p> <p><b>Preview</b></p>
62.	<p>Review the information and formatting on this page, as this will be what the candidates will see when it is posted on the job bank. Any necessary changes can be made by clicking on the <b>Return to Previous Page</b> link.</p> <p>Click the <b>Return to Previous Page</b> link.</p> <p><b>Return to Previous Page</b></p>
63.	<p>Click the <b>OK</b> button.</p> <p><b>OK</b></p>
64.	<p>Click the <b>Next Step</b> link.</p> <p><b>Next Step</b></p>

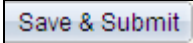
Step	Action
65.	<p>Information you record on the Education and Experience page may be used for preliminary and/or final screening. Entries on this page should reflect all possible combinations of education and experience as outlined in the Preferred Experience narrative box on the job posting page.</p> <p>Click the <b>Highest Education Level</b> list item.</p> 
66.	<p>Click the Highest Education Level drop-down menu and for this example select the HS Graduate or Equivalent list item.</p> <p>Click the <b>C-HS Graduate or Equivalent</b> list item.</p> 
67.	Enter the desired information into the <b>Years of Work Experience</b> field. Enter " <b>4</b> ".
68.	<p>Click the <b>Add Work Experience and Education</b> link.</p> 
69.	<p>Click the <b>Highest Education Level</b> list item.</p> 
70.	<p>Click the <b>D-Some College</b> list item.</p> 
71.	Enter the desired information into the <b>Years of Work Experience</b> field. Enter " <b>3</b> ".
72.	<p>Continue to add rows of education and years of work experience until all possible combinations of education and work experience have been entered, reflecting the information in the Preferred Experience narrative box on the job posting page.</p> <p>Press <b>[Enter]</b>.</p>
73.	<p>The <b>Degrees</b> field is optional and may be used in screening to limit the applicant pool based on specific education requirements.</p> <p>The desired degree must be specifically listed on the job posting in the preferred experience section to use it in screening.</p> <p>Press <b>[Enter]</b>.</p>

Step	Action
74.	<p>The Add Licenses and Certifications section is optional and may be used in screening to limit the applicant pool based on specific license and/or certification requirements.</p> <p>The desired license and/or certification must be specifically listed on the job posting in the preferred experience section to use it in screening.</p> <p>If a license or certification is pertinent to your agency and is not listed in the <b>License or Certifications</b> table, send a request via webmail (spdwebmail@spd.in.gov) to State Personnel. Items to include:</p> <ul style="list-style-type: none"> <li>-Complete Certification/License Title</li> <li>-Industry Standard Abbreviation</li> <li>-Certifying/Licensing Authority</li> <li>-Web address to verify the licensure/certification</li> </ul> <p>Press <b>[Enter]</b>.</p>
75.	Click the scrollbar.
76.	<p>You can click the Screening link or the Next Step link to continue.</p> <p>Click the <b>Next Step</b> link.</p> 
77.	<p>Click the <b>Load from Question Sets</b> link.</p> 
78.	<p>Click the Core SOI questions option. Also at this step you can select any other appropriate question sets.</p> <p><b>Note:</b> The 'Core SOI questions' set is required for all job postings.</p> <p>Click the <b>Core SOI Questions</b> option.</p> 
79.	<p>Click the <b>Human Resources</b> option.</p> 
80.	<p>Click the <b>OK</b> button.</p> 
81.	<p>If a question in the selected Question Set is not applicable for the position you are posting, you may delete that question by clicking on the trash can icon located on the same row as the question. <b>NOTE:</b> Do not remove any of the Core SOI questions.</p> <p>Click the <b>Trash Can Icon</b> link.</p> 
82.	<p>A Delete Confirmation box will open.</p> <p>Click the <b>OK</b> button.</p> 
83.	Click the scrollbar.

Step	Action
84.	<p>The Family Medical Leave question has been removed from the set of screening questions for this job posting.</p> <p>Press <b>[Enter]</b>.</p>
85.	<p>You also have the option to add individual screening questions. For this example, we will add the FMLA question back into our question set.</p> <p>Click the <b>Add Screening Questions</b> link.</p> <p><a href="#">Add Screening Questions</a></p>
86.	<p>Click the <b>Magnifying Glass</b> button.</p> <p></p>
87.	<p>The "Look Up Question ID" box opens. Click on the drop-down menu for the Description Field.</p> <p>Click the <b>Description</b> list.</p> <p></p>
88.	<p>Click the <b>contains</b> list item.</p> <p></p>
89.	<p>Enter the desired information into the <b>Description</b> field. Enter "<b>family</b>".</p>
90.	<p>Click the <b>Look Up</b> button.</p> <p></p>
91.	<p>Click the <b>Family Medical Leave Act</b> link.</p> <p><a href="#">Family Medical Leave Act</a></p>
92.	<p>The Family Medical Leave Act question has been inserted into the list of desired questions for the candidates to answer.</p> <p>Continue to add question sets and add or delete individual questions until you have entered all the screening questions needed for this job posting.</p> <p>Press <b>[Enter]</b>.</p>
93.	<p>You can review the complete screening question library by contacting your agency recruiter/advisor to obtain a copy of the most current version. You can also request from your agency recruiter/advisor that a specific screening question be added to the library, which will allow you to screen candidates for specific experience.</p> <p>Press <b>[Enter]</b>.</p>
94.	<p>You can click on the Hiring Team link or the Next Step link to continue.</p> <p>Click the <b>Next Step</b> link.</p> <p><a href="#">Next Step</a></p>
95.	<p>Click the <b>Add Recruiters</b> link.</p> <p><a href="#">Add Recruiters</a></p>



Step	Action
96.	Click in the <b>Name Field</b> and enter the recruiter's name (example: Heather Whitaker) or look up the recruiter's name by clicking on the magnifying glass.  Click the <b>Look up Recruiter ID</b> button. 
97.	Enter the desired information into the <b>Name</b> field. Enter " <b>Heather</b> ".
98.	Click the <b>Look Up</b> button. 
99.	Click the <b>Heather Whitaker</b> link. 
100.	Click the <b>Add Hiring Managers</b> link. 
101.	You may either click in the Name Field or enter the hiring manager's name (example: Nicole Russell) or you may look up the hiring manager's name by clicking on the magnifying glass.  For this example, click the Look up Manager ID button.  Click the <b>Look up Manager ID</b> button. 
102.	Enter the desired information into the <b>Display Name</b> field. Enter " <b>nicole</b> ".
103.	Click the <b>Look Up</b> button. 
104.	Click the <b>Nicole Russell</b> link. 
105.	You may add "Interested Parties" to the Hiring Team screen. An "Interested Party" is used for interview purposes. They can view applicants but they have no access to edit the job opening.  Click the <b>Add Interested Parties</b> link. 
106.	You can type in the name of the Interested Party or use the Magnifying Glass look up option to search.  Click the <b>Magnifying Glass</b> button. 
107.	Enter the desired information into the <b>Name</b> field. Enter " <b>sherry stolle</b> ".
108.	Click the <b>Look Up</b> button. 
109.	Click the <b>Sherry Stolle</b> link. 
110.	You can add more than one recruiter, hiring manager, or interested party. If you do so, you will need to select the primary recruiter and or hiring manager by clicking in the primary checkbox.  Press <b>[Enter]</b> .

Step	Action
111.	<p>You can either click 'Save as Draft' if you are not completely finished creating the posting or you can click 'Save &amp; Submit' to start the final approval process. If you click 'Save &amp; Submit', the posting will first be routed to the Hiring Manager's supervisor for approval. Once approved, a workflow message will be sent to the Recruiter who will then review, edit if necessary, approve and submit the posting to the job bank.</p> <p>Click the <b>Save &amp; Submit</b> button.</p> 
112.	Press <b>[Enter]</b> .
113.	<b>End of Procedure.</b>

## Modify/Approve/Deny a Opening

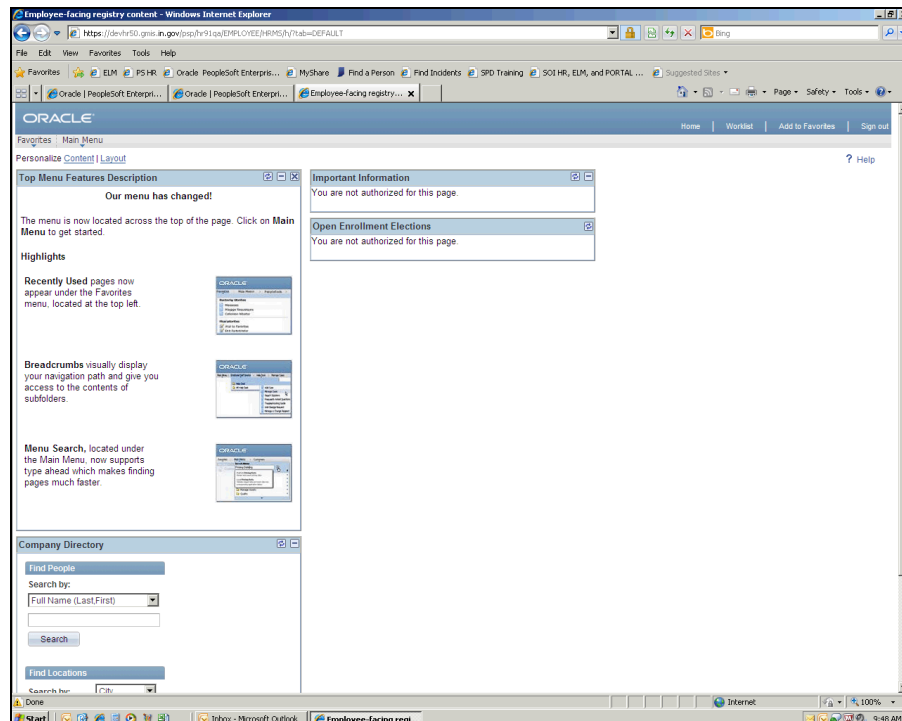
### Modify/Approve/Deny a Job Opening:



This section is used by the Hiring Manager and/or the Hiring Manager's Supervisor and/or the Recruiter. In this topic, you will learn how to modify, approve, or deny job postings. This feature is used to ensure the job postings contain required information before appearing on the job bank.

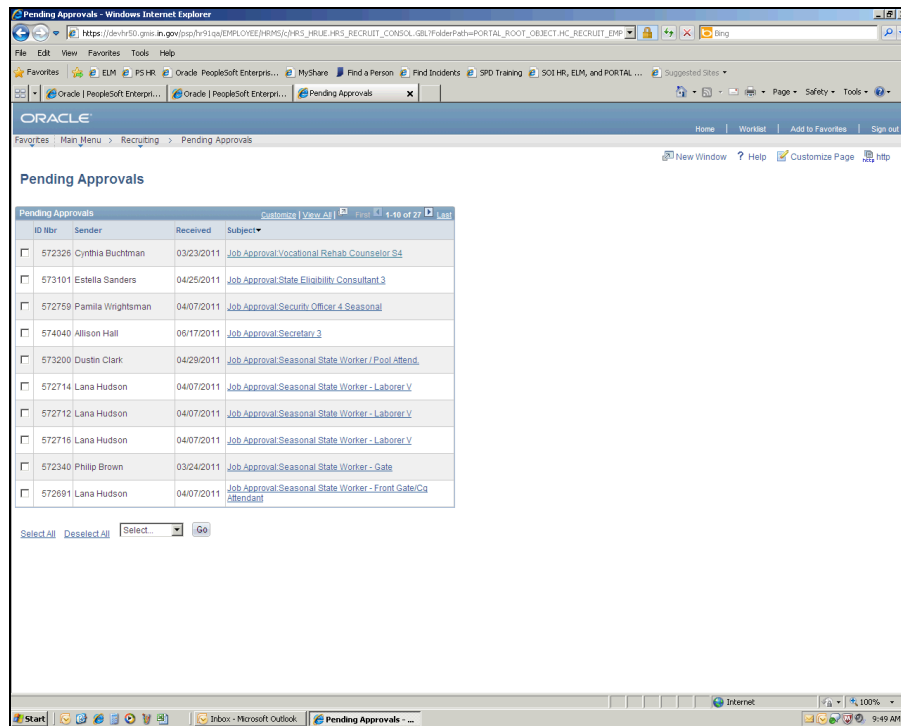
### Procedure

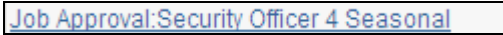
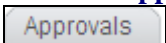
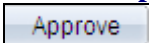
This module covers how to view a job posting and approve it.


For quick approvals/denials, utilize the checkboxes next to each pending approval and use the Select drop-down at the bottom of the page to approve or deny a group of postings. To submit your selections, click the go button.



Step	Action
1.	Click the <b>Main Menu</b> button. 
2.	Point to the <b>Recruiting</b> menu.
3.	Click the <b>Pending Approvals</b> link. 



Step	Action
4.	Click on the job title link you wish to approve.  Click the <b>Job Approval: Security Officer 4 Seasonal</b> link. 
5.	The supervisor can modify the job posting by selecting any of the tabs at the top and editing the fields as needed.  Click the <b>Approvals</b> tab. 
6.	The supervisor can approve or deny the job posting at this stage by selecting the appropriate button.  Click the <b>Approve</b> button. 
7.	Press the left mouse button over the scrollbar and drag the scrollbar to the bottom of the page.  Click the scrollbar.

Step	Action
8.	Click the <b>Save</b> link. 
9.	End of procedure <b>End of Procedure.</b>

## Screening

### Screenings:

In this section you will learn how to do a

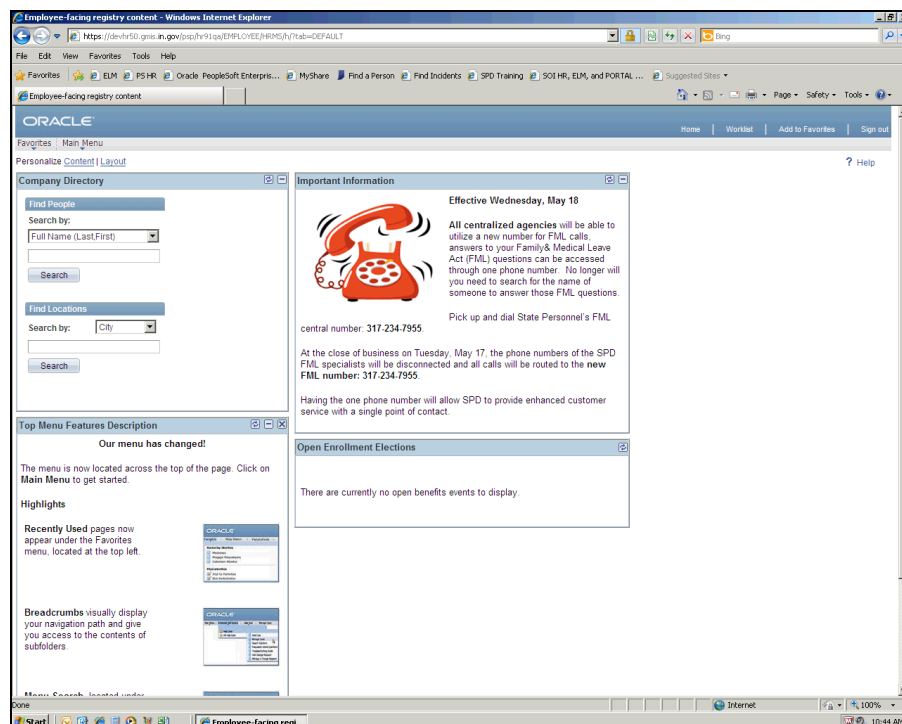
- Preliminary screening of a job opening
- Final screening of job opening


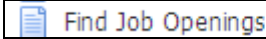
## Screen a Job Opening

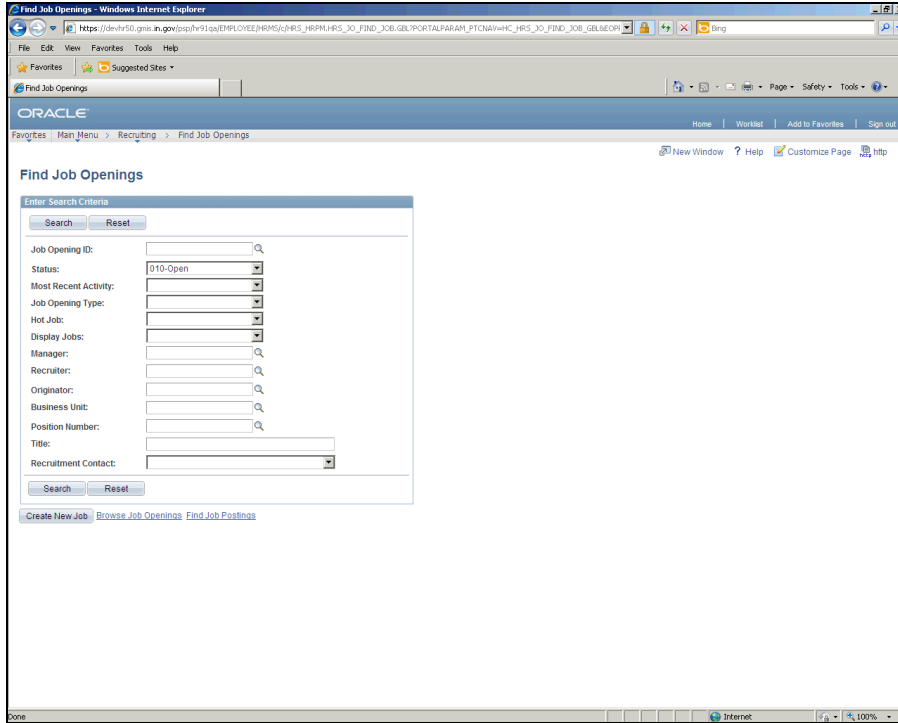
### Preliminary screening of a job opening:

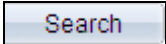




In this lesson, you will learn how to complete a preliminary screening of applications received for a specific job opening requisition number.

### Procedure

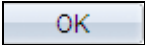




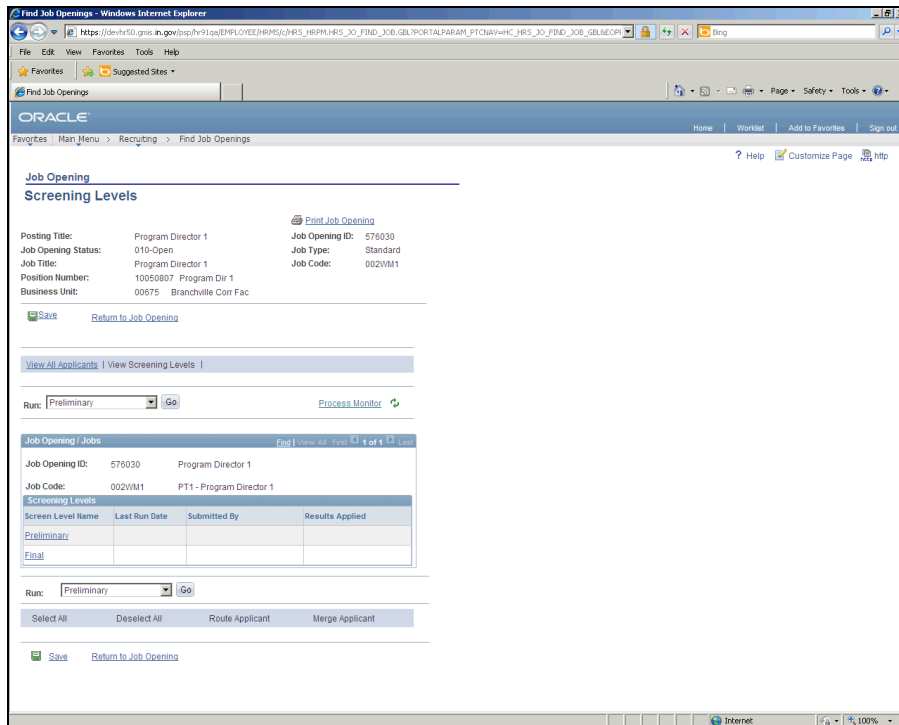
Step	Action
1.	Click the <b>Main Menu</b> button. 
2.	Point to the <b>Recruiting</b> menu.
3.	Click the <b>Find Job Openings</b> menu. 




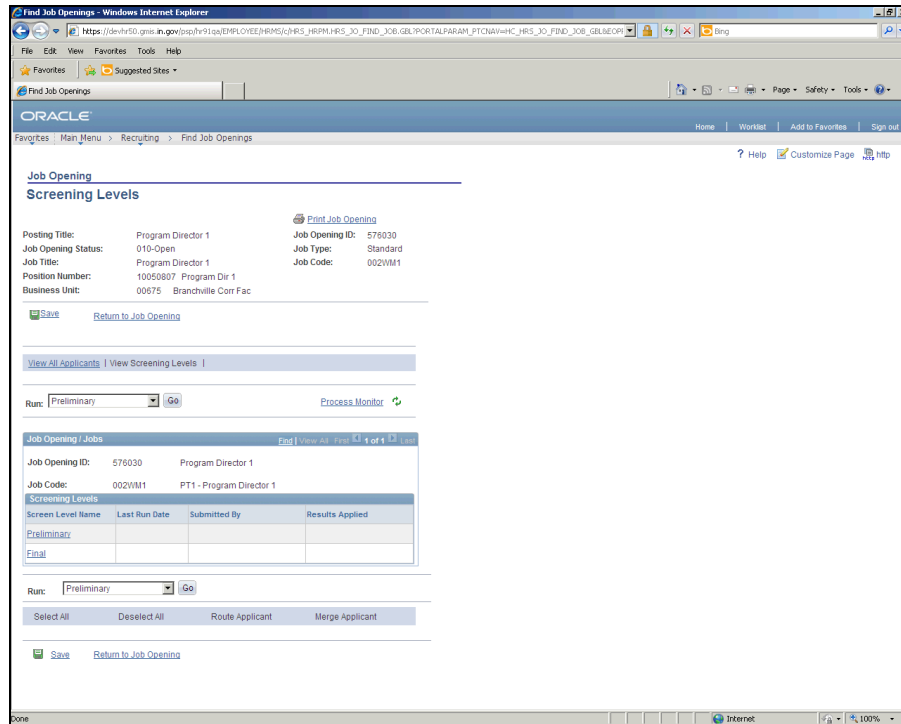
Step	Action
4.	Enter the desired information into the <b>Job Opening ID</b> field. Enter " <b>576030</b> ".
5.	Click the <b>Search</b> button. 
6.	Click the <b>Program Director 1</b> link. 
7.	Click the <b>Screen Applicants</b> link. 
8.	Click the <b>View Screening Levels</b> link. 
9.	Click the <b>Preliminary</b> link. 

Step	Action
10.	<p>Decide whether the item should be check <b>Required</b> and/or <b>Used in Screening</b>.</p> <p><b>-Required (pass or fail)</b>/Selecting this will screen applicants out so be careful what you select. Do not select Required for proficiency questions or years of experience questions because there is no correct answer associated with these and everyone will fail screening.</p> <p><b>-Use in Screening</b>/will only assign points for correct answers but will not screen applicants out.</p> <p>Press <b>[Enter]</b>.</p>
11.	<p>Select your screening criteria.</p> <p>Mark the lowest level of education and experience, Use in Screening and Required.</p> <p>-This will fail applicants who do not list at least the minimum combination in their profile.</p> <p>Click the <b>Use In Screening</b> option.</p> <p><input type="checkbox"/></p>
12.	<p>Mark the lowest level of education and experience, Use in Screening and Required.</p> <p>Click the <b>Required</b> option.</p> <p><input type="checkbox"/></p>
13.	<p>Next you will need to mark every higher level of education and experience as <b>Use in Screening</b> as well as <b>assign a point value</b> for each level.</p> <p>For this example, one (1) point has been assigned for each level of education and experience combination.</p> <p>Press <b>[Enter]</b>.</p>
14.	<p>Mark all screening questions <b>Use in Screening</b> and click Edit Details for each question. Adjust or assign points to each answer if necessary.</p> <p>The <b>yes/no questions</b> that are the most important can also be marked Required if the goal is to try to lower a large applicant pool. Remember, an incorrect answer causes the applicant to fail screening.</p> <p><b>Multiple choice questions</b> can only be marked as Use in Screening. Selecting Required will cause all applicants to fail screening.</p> <p>Press <b>[Enter]</b>.</p>
15.	<p>Mark the screening questions '<b>US Work Eligibility</b>', '<b>SOI Dismissal</b>' and '<b>Verification of Information</b>' Use in Screening and Required for all postings. For this example, also mark the question '<b>Program Coordination</b>' as required. This will fail all applicants who answered 'NO' to this screening question to lower the applicant pool.</p> <p>Click the <b>Required</b> option.</p> <p><input type="checkbox"/></p>

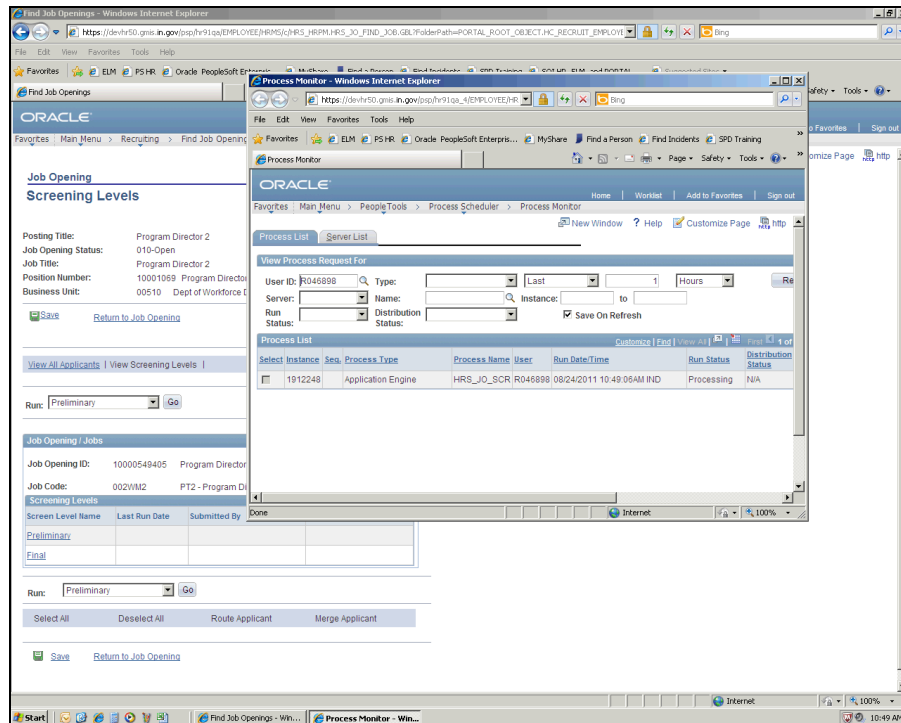
Step	Action
16.	<p>Once all screening criteria has been set, click the <b>OK</b> button.</p> <p><b>NOTE: Do NOT click the Apply button so that if necessary you can rerun the screening as many times as you think necessary.</b></p> <p>Click the <b>OK</b> button.</p> 
17.	<p>Click the <b>Run</b> list.</p> 
18.	<p>Click the <b>Preliminary</b> list item.</p> 




Step	Action
19.	<p>Click the <b>Go</b> button.</p> 

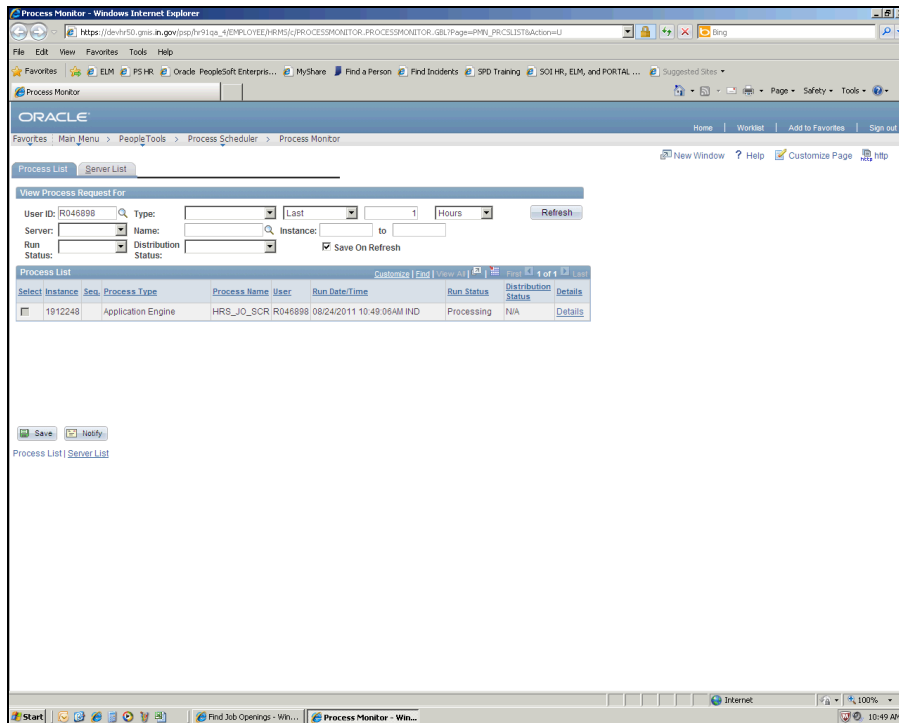


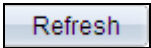
Step	Action
20.	Click the <b>Process Monitor</b> link. <a href="#">Process Monitor</a>

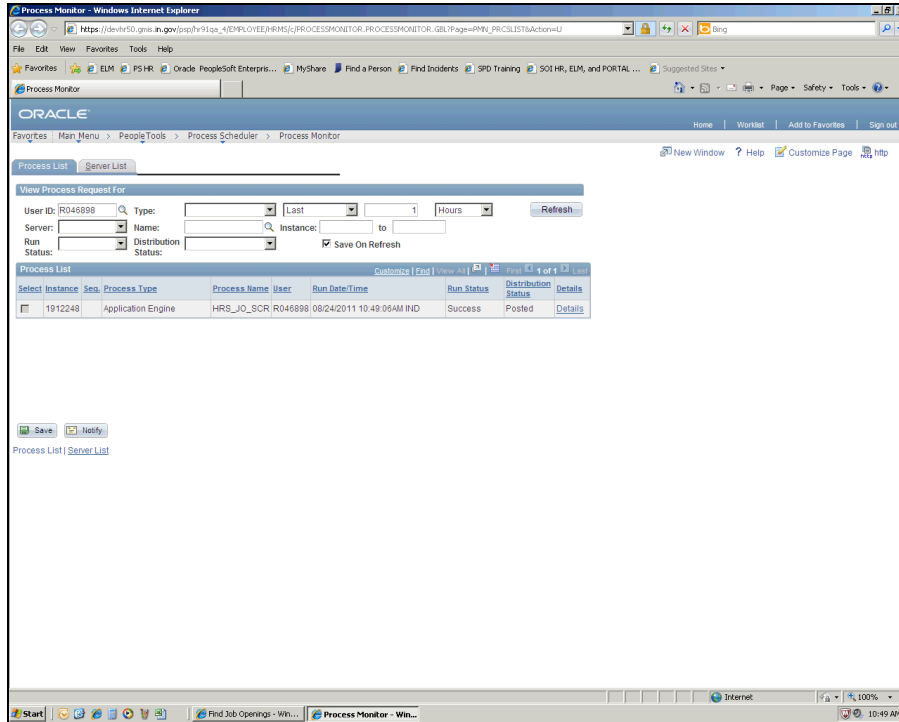





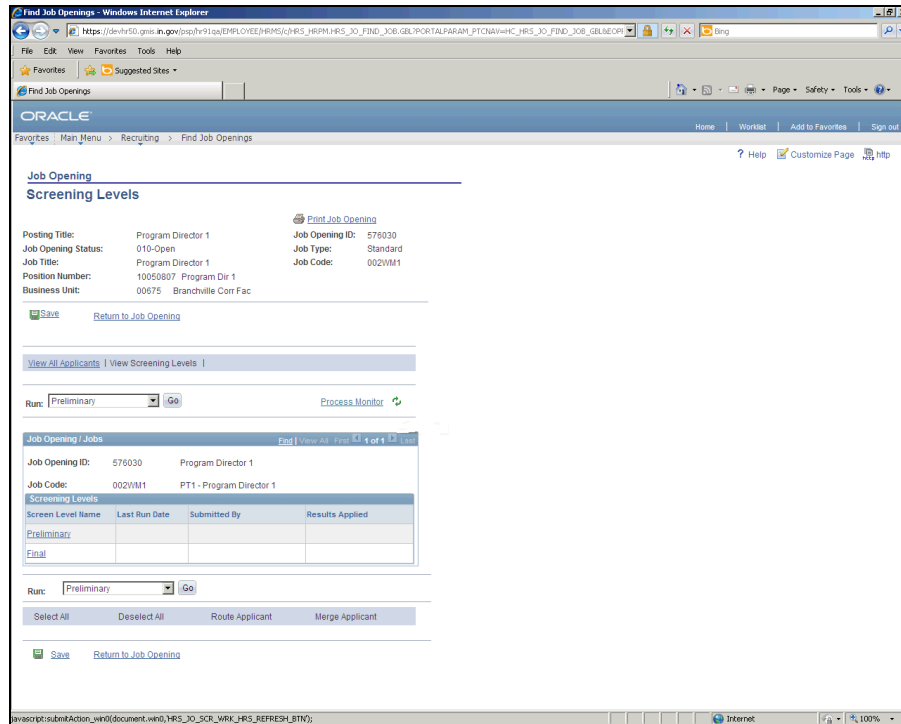
Step	Action
21.	<p>The process monitor appears in a new window.</p> <p>Click the <b>Maximize/Restore</b> button.</p> 




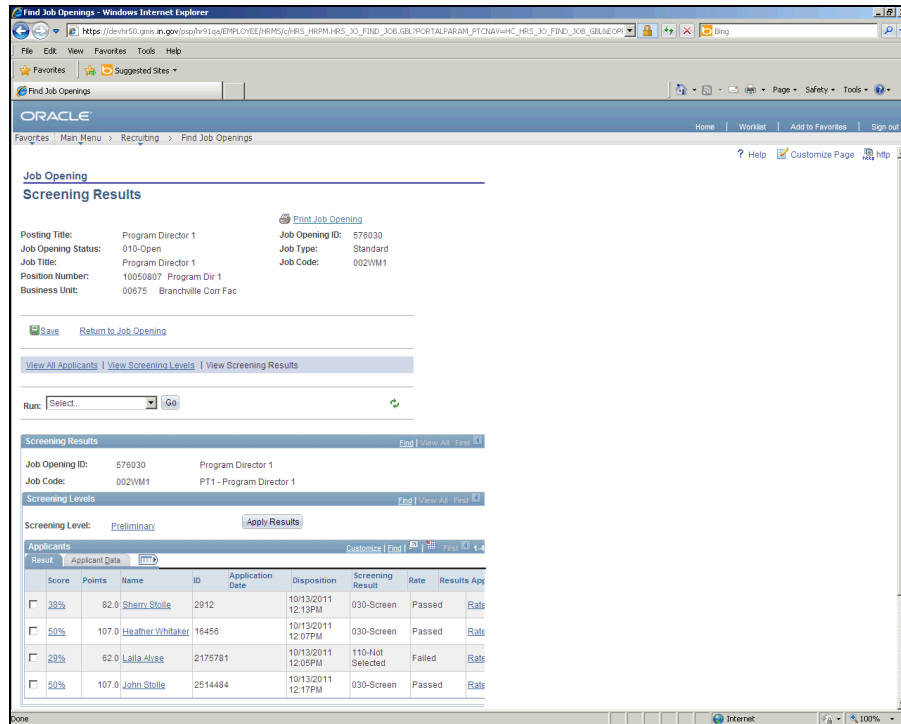
Step	Action
22.	<p>Click the <b>Refresh</b> button.</p> 



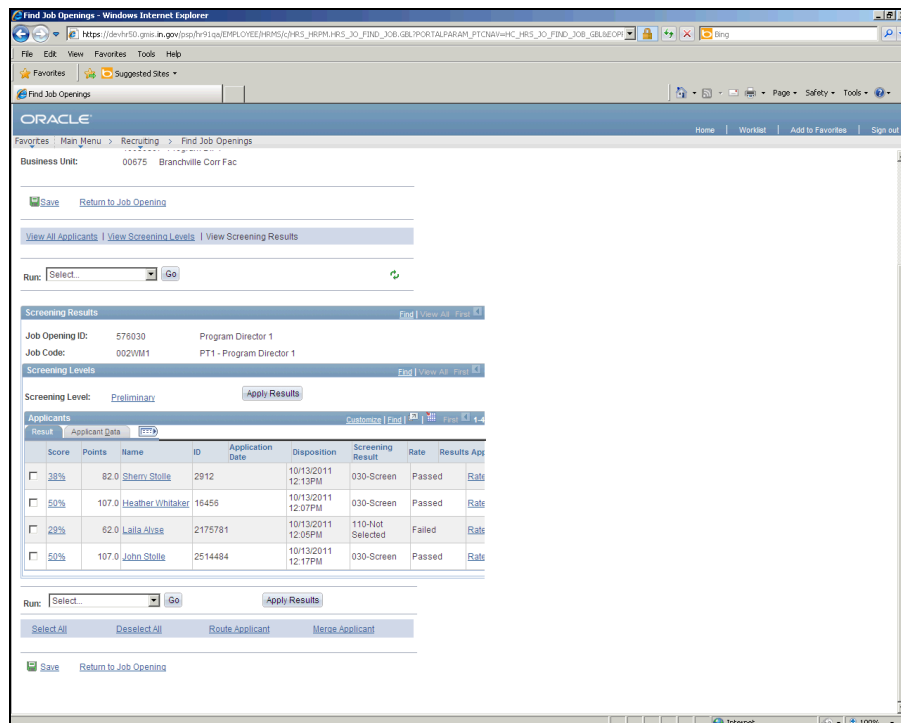
Step	Action
23.	<p>Continue clicking the <b>Refresh</b> button until the run status is <b>success</b> and the distribution status is <b>posted</b>. Once the status is posted you can close this window.</p> <p>Click the <b>Close</b> button.</p> 




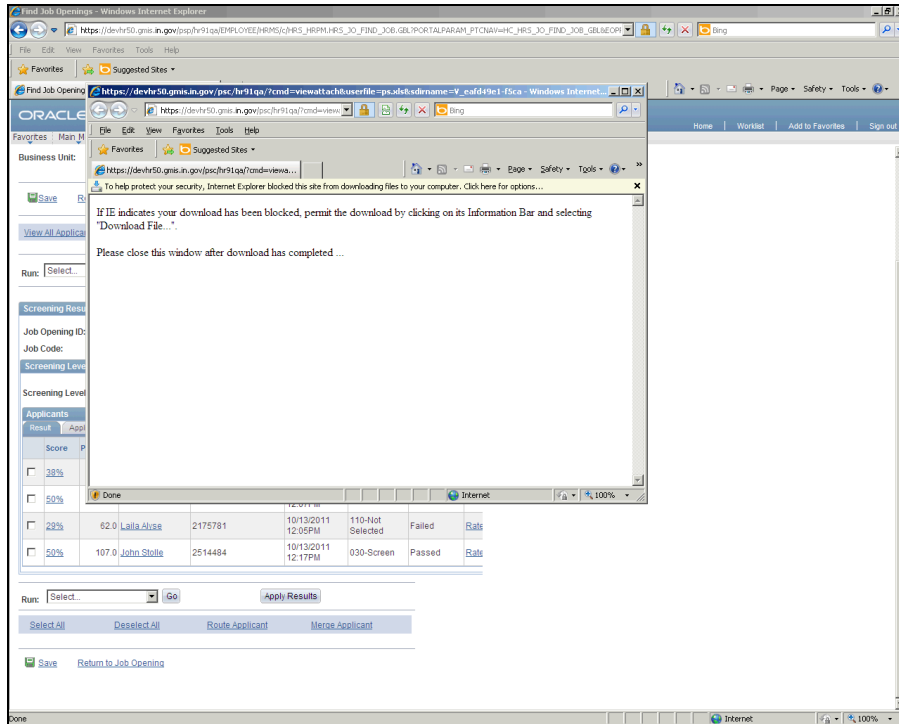
Step	Action
24.	<p>Refresh the screen to populate screening results.</p> <p>Click the <b>Run</b> button.</p> 
25.	<p>Click the <b>View Screening Results</b> link.</p> <p>Here you will see the applicants that have Passed or Failed the screening criteria you set. From this screen you will be able to pull the applicants through to an Excel spreadsheet.</p> <p><b>View Screening Results</b></p>




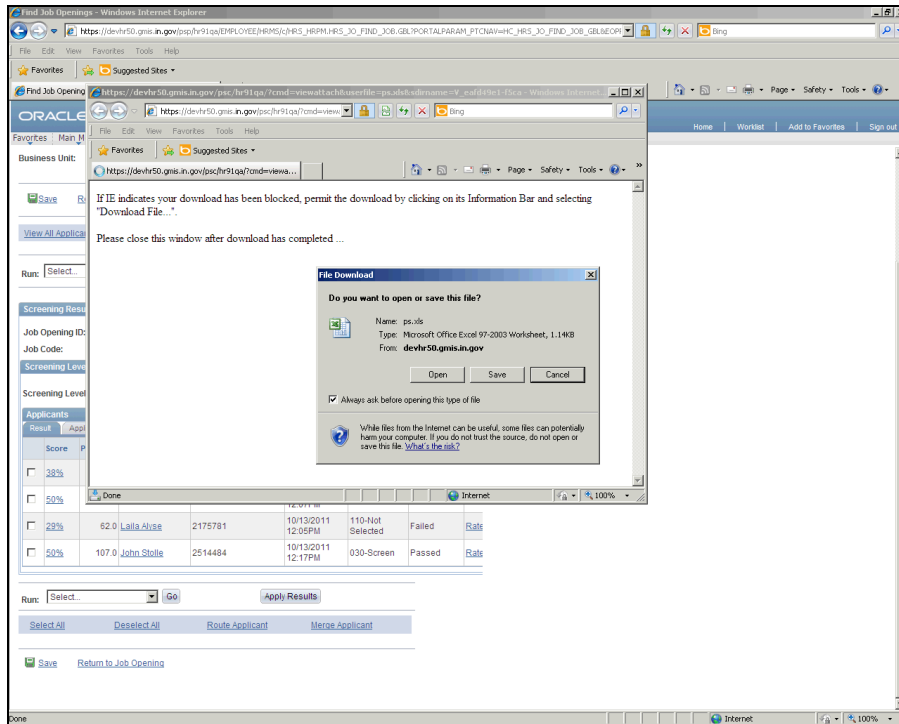
Step	Action
26.	<p>Scroll to the center of the page to view the results.</p> <p>Release the mouse button.</p>



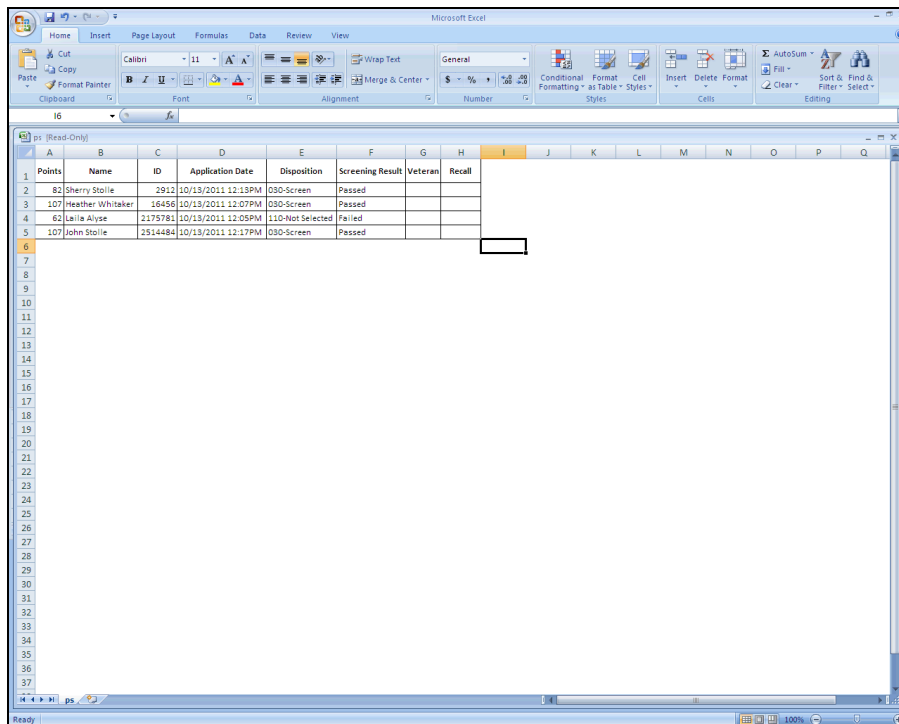
Step	Action
27.	<p>Click the <b>Grid</b> icon while holding the <b>Ctrl</b> key. A new window will open with the downloaded information.</p> <p>Press the <b>[Ctrl]</b> key and click the <b>Download</b> button.</p> 



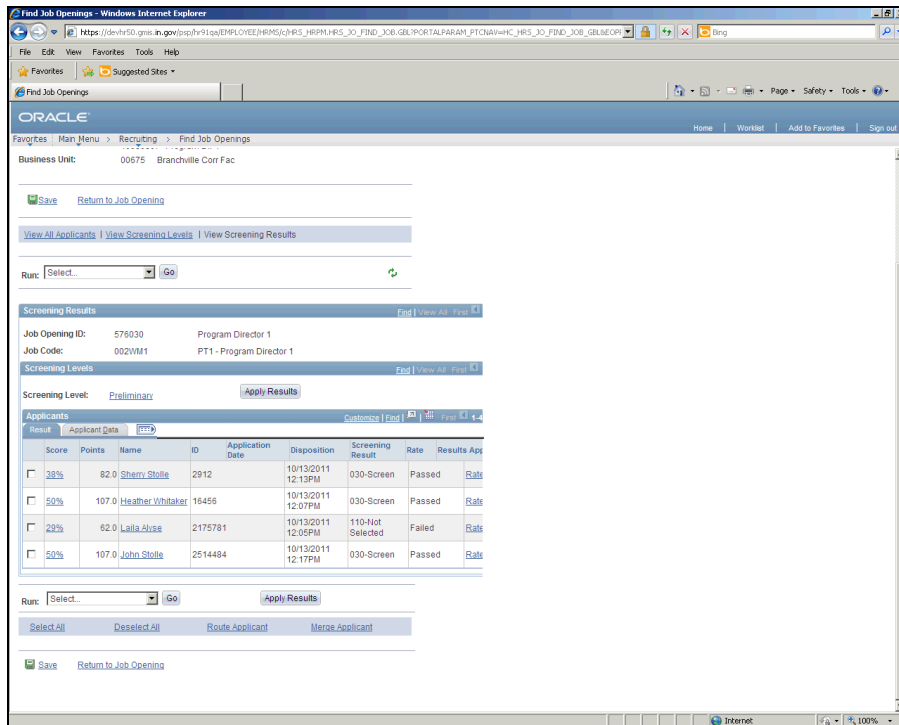
Step	Action
28.	<p>If you need to bypass a Pop-Up blocker, you can press the CTRL key and click the <b>Download</b> button, or temporary disable pop ups by clicking the pop up blocker link.</p> <p>Click the <b>Pop Up</b> button.</p>
29.	<p>Click the <b>Download File...</b> menu.</p> 
	<p>or Press <b>[D]</b>.</p>



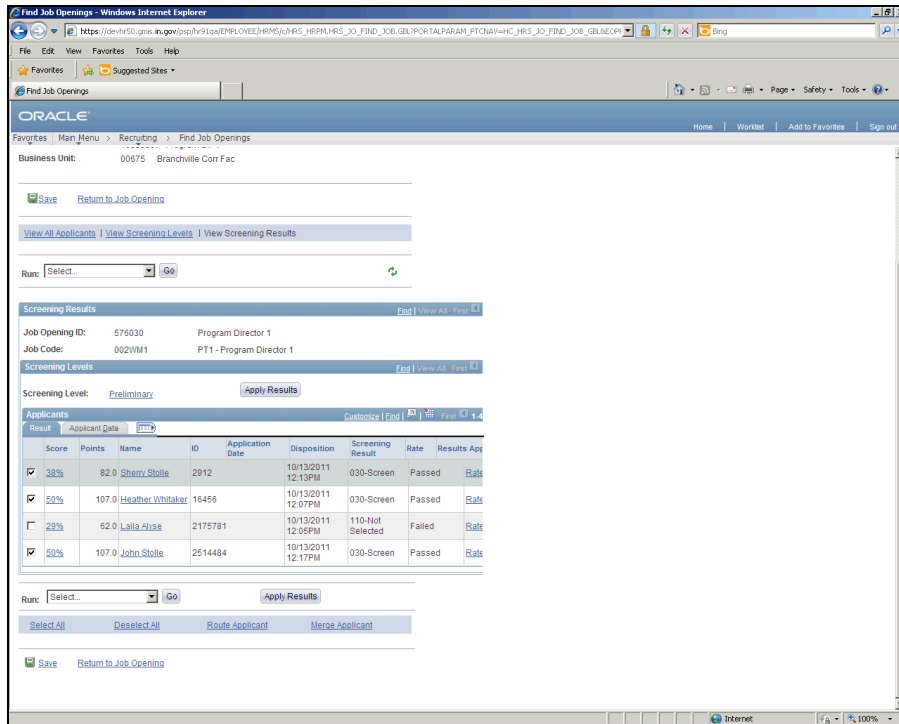
Step	Action
30.	Click the <b>Open</b> button.
	<div>Open</div>



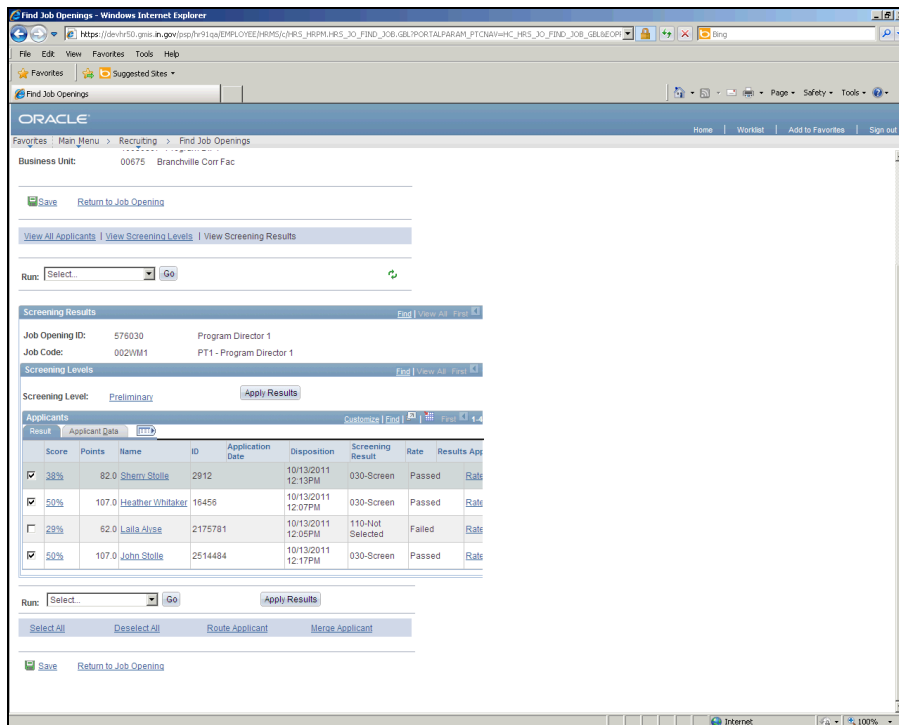
Step	Action
31.	<p>When you are finished reviewing/manipulating the screening results in the Excel spreadsheet, you may exit out of the spreadsheet or save it in order to edit as needed.</p> <p>You will be able to modify the spreadsheet to your needs. <b>Please make sure that you add at least 2 additional columns to reflect Veteran status and Recall rights.</b></p> <p>You will save the spreadsheet for additional reference. Depending on your business practice, you will be able to forward this information to your hiring manager(s).</p> <p>Press <b>[Enter]</b>.</p>



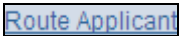
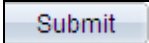
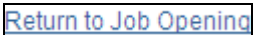
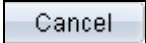
Step	Action
32.	<p>If you have more than 20 applicants on the list, click the <b>View All</b> link.</p> <p>To place an applicant in <b>Route</b> status, click the check box next to each applicant that Passed screening.</p> <p>Click the <b>Checkbox</b> option.</p> <p><input type="checkbox"/></p>



Step	Action
33.	Notice that all the applicants that have passed screening have been marked to route.





Step	Action
34.	Click the <b>Route Applicant</b> link. 
35.	Insert the employee's name that you will route the applicants to into the Route To field. This employee will have access to review the applicants to ensure they have the preferred experience for the position.  Enter the desired information into the <b>Route To</b> field. Enter " <b>karen dunbar</b> ".
36.	Tab out of this field to populate the information.  Press <b>[Tab]</b> .
37.	Click the <b>Submit</b> button. 
38.	Do not click the <b>Save</b> link. This will Apply the screening results and you will not be able to rerun screening if necessary. When you leave this page, you will receive an error message. Click <b>Cancel</b> .  Click the <b>Return to Job Opening</b> link. 
39.	Click the <b>Cancel</b> button. 
40.	Applicants have successfully been screened and routed.  <b>NOTE:</b> If you would like to screen the applicants that passed the Preliminary Screening process using more detailed criteria, please repeat all steps above but select Final Screening instead of Preliminary Screening.  Press <b>[Enter]</b> .
41.	<b>End of procedure.</b> <b>End of Procedure.</b>

## Interviews

### Interviews:

In this section you will learn how to

- Manage interviews
- Create interview evaluations

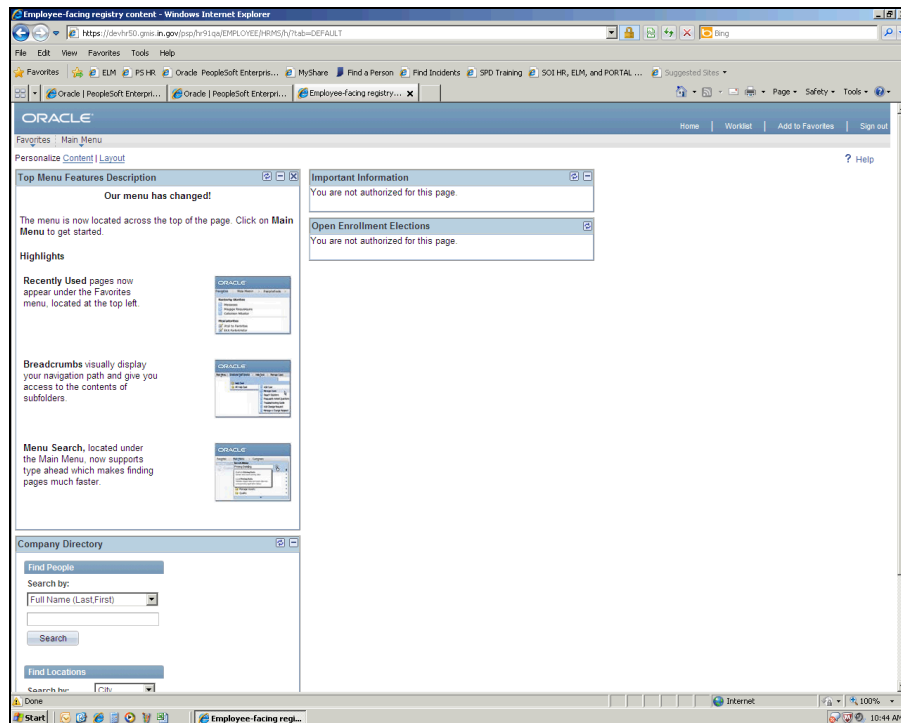
## Manage Interview Schedule

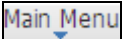
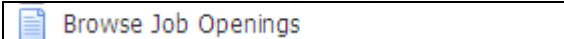
### Manage Interview Schedule:

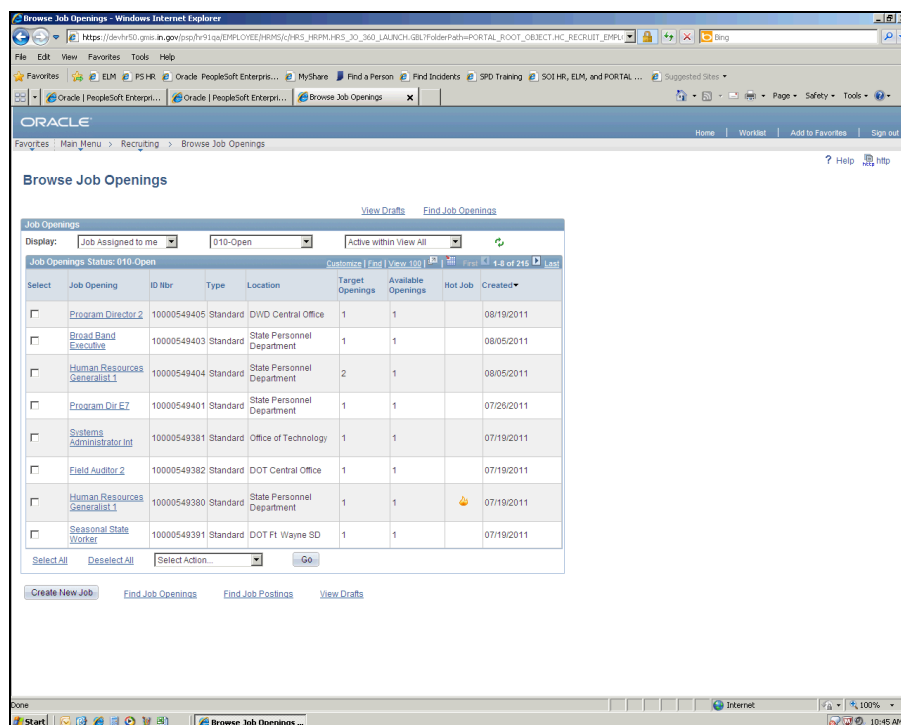
This section is used by the Hiring Manager to reflect applicants chosen to be interviewed. In this topic you will learn how to create interview schedules and confirm interview information with applicants and interview team members.



Your goal is to view a summary of an applicant's interview schedule and navigate to the supporting detail pages.

### Procedure



Step	Action
1.	Click the <b>Main Menu</b> button. 
2.	Point to the <b>Recruiting</b> menu.
3.	Click the <b>Browse Job Openings</b> menu. 



Step	Action
4.	<p>Locate the title of the Job Opening in the Job Opening Column and by the correct requisition number in the ID# column.</p> <p>Click the <b>Program Director 2</b> link.</p> <p><u>Program Director 2</u></p>
5.	<p>Locate the applicant for which you wish to schedule an interview.</p> <p>Click the <b>Take Action</b> field drop-down menu button.</p> <p>Click the <b>Select Action</b> list.</p> <p><u>Select Action...</u></p>
6.	<p>Click the <b>Manage Interviews</b> list item.</p> <p><u>Manage Interviews</u></p>
7.	<p>Click the <b>Expand section</b> button.</p> <p>This is located next to the applicant's name.</p> <p></p>
8.	<p>Click the <b>Expand section</b> button.</p> <p></p>
9.	<p>Click in the <b>Interview Type</b> field drop-down menu button.</p> <p>Click the <b>Inhouse1</b> list item.</p> <p><u>Inhouse1</u></p>

Step	Action
10.	Click in the <b>Date</b> field. <input type="text"/>
11.	Enter the desired information into the <b>Date</b> field. Enter " <b>08/22/11</b> ".
12.	Enter the desired information into the <b>Start Time</b> field. Enter " <b>9:00AM</b> ".
13.	Press <b>[Tab]</b> . Enter the <b>End Time</b> .
14.	Enter the interviewer's employee ID number into the Interview ID field OR click the magnifying glass to search for and select the interviewer employee ID number(s). For this example we will type in the employee ID number.  Click in the <b>Interviewer ID</b> field. <input type="text"/>
15.	Enter the desired information into the <b>Interviewer ID</b> field. Enter " <b>10000021673</b> ".
16.	The interview team should be notified by phone.  This checkbox is optional and should be used only for confirmation purposes.  This sends a system-generated reminder to the applicant.  Click the <b>Notify Interview Team</b> option. <input type="checkbox"/> <b>Notify Interview Team</b>
17.	Click the <b>Submit</b> button. <input type="button" value="Submit"/>
18.	<b>End of Procedure.</b>

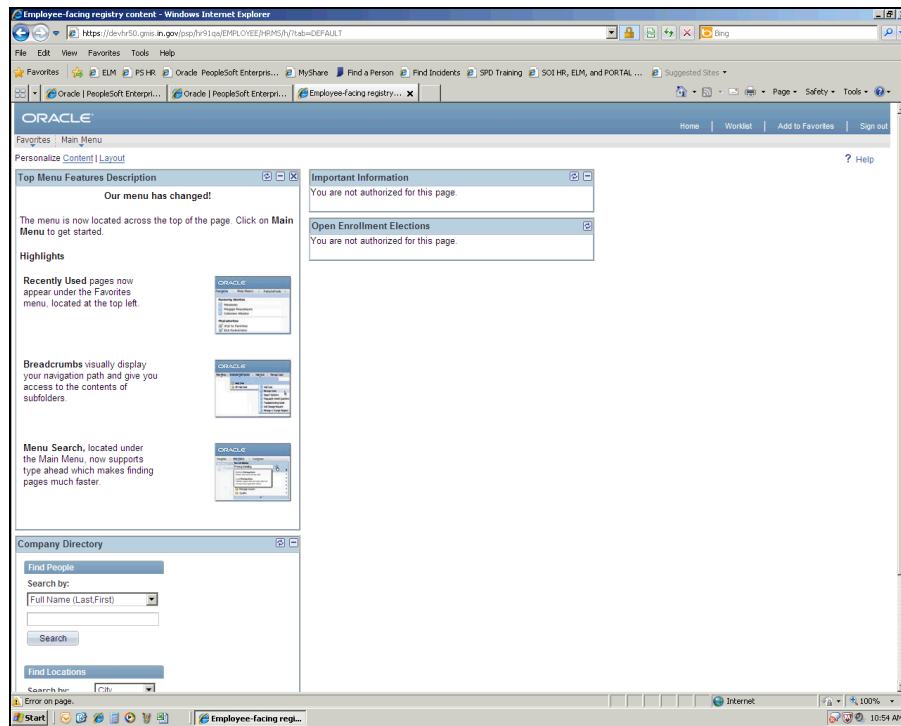
## Create/Complete Interview Evaluation

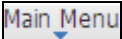
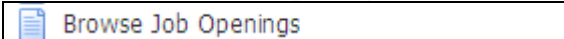
### Create/Complete Interview Evaluation:

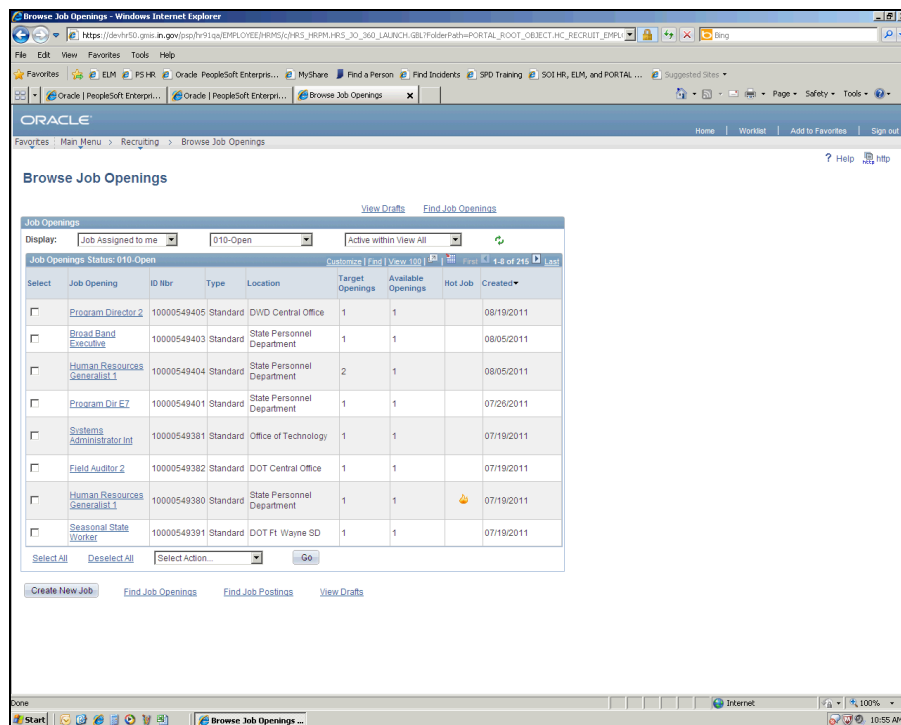
This section is used by the Hiring Manager and/or interview team to document interview notes for all applicants interviewed. In this topic you will learn how to enter interview notes and ratings for all applicants chosen for interviews.

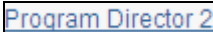

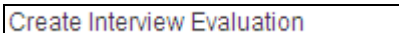



Your goal is to view a summary of how to create/complete an interview evaluation and navigate to the supporting detail pages.



### Procedure

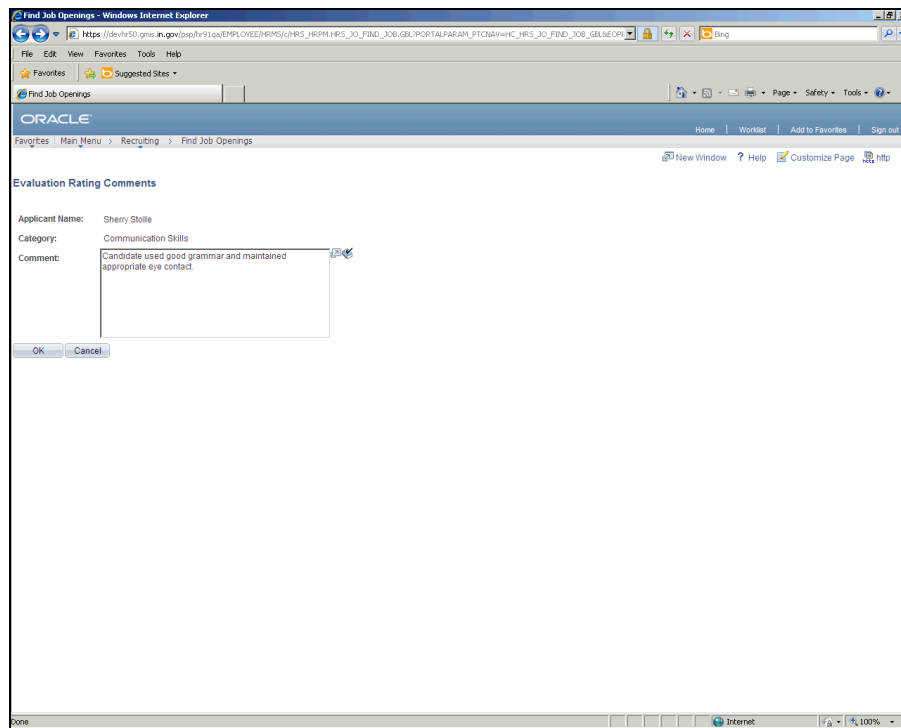


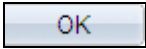
Step	Action
1.	Click the <b>Main Menu</b> button. 
2.	Point to the <b>Recruiting</b> menu.
3.	Click the <b>Browse Job Openings</b> menu. 



Step	Action
4.	Click the <b>Program Director 2</b> link. This is under the <b>Job Opening</b> column.  
5.	Locate the candidate for whom you want to create an interview evaluation.  Click the <b>Select Action</b> dropdown button to activate the menu. 
6.	Click the <b>Create Interview Evaluation</b> list item. 
7.	Click the <b>Interview Type</b> field drop down menu button.  Click the <b>Inhouse1</b> list item. 
8.	Click the <b>Interview Rating</b> list item.  Choose the rating that best reflects the applicant's responses to the corresponding interview questions.  <i>Note: A numeric score will populate based on the interview rating chosen.</i> 
9.	Click the <b>Comments</b> button. 

Step	Action
10.	Enter the desired information into the <b>Comment</b> field. Enter " <b>Candidate used good grammar and maintained appropriate eye contact</b> ".  Comments should be objective statements based on the candidate's responses to interview questions.
11.	Click the <b>Spell Check Icon</b> button. 
12.	Click the <b>OK</b> object. 



Step	Action
13.	Click the <b>OK</b> button. 

**Manage Applicant: Sherry Stolle**  
**Interview Evaluation**

Complete the evaluation form by providing an interview rating for each category, an overall rating and a recommendation. Provide any appropriate comments. Choose the Submit Evaluation button when you are done.

Save Submit Evaluation Cancel Return to Previous Page

**Sherry Stolle**

Applicant ID: 2912 Applicant Name: Sherry Stolle  
 Job Opening ID: 10000548405 Posting Title: Program Director 2

Interview Date: 08/19/2011 Interview Type: Inhouse1

Category	Interview Rating	Score	Comments
Communication Skills	Average	5	
Customer Service	Average	5	
Education/Training		0	
Initiative		0	
Judgement		0	
Planning & Organizing		0	
Teamwork/Leadership		0	
Technical Skills		0	
Work Experience		0	

**Recommendation**

Overall Rating:   
 Recommendation:   
 General Comments

Step	Action
14.	<p>Please continue to add ratings and comments for all categories.</p> <p>Note: If you have additional summarizing comments, enter them into the <b>General Comments</b> field at the bottom of the screen.</p> <p>Click the scrollbar.</p>
15.	<p>Click the <b>Overall Rating</b> field drop-down menu button. Choose the rating which best represents the overall interview evaluation.</p> <p>Click the <b>Average</b> list item.</p> <p><b>Average</b></p>
16.	<p>Click the <b>Recommendation</b> field drop-down menu button. Choose the recommendation that represents the overall interview evaluation.</p> <p>Click the <b>Make Offer</b> list item.</p> <p><b>020-Make Offer</b></p>
17.	<p>Please review to ensure all of the information has been completed.</p> <p>Click the <b>Save</b> button.</p> <p><b>Save</b></p>
18.	<p><b>End of Procedure.</b></p>

## Manage Applicants

### Manage Applicants:



In this section you will learn how to

- Find applicant/update applicant status
- Prepare internal applicant for promotion/demotion/transfer
- Prepare external applicant for hire

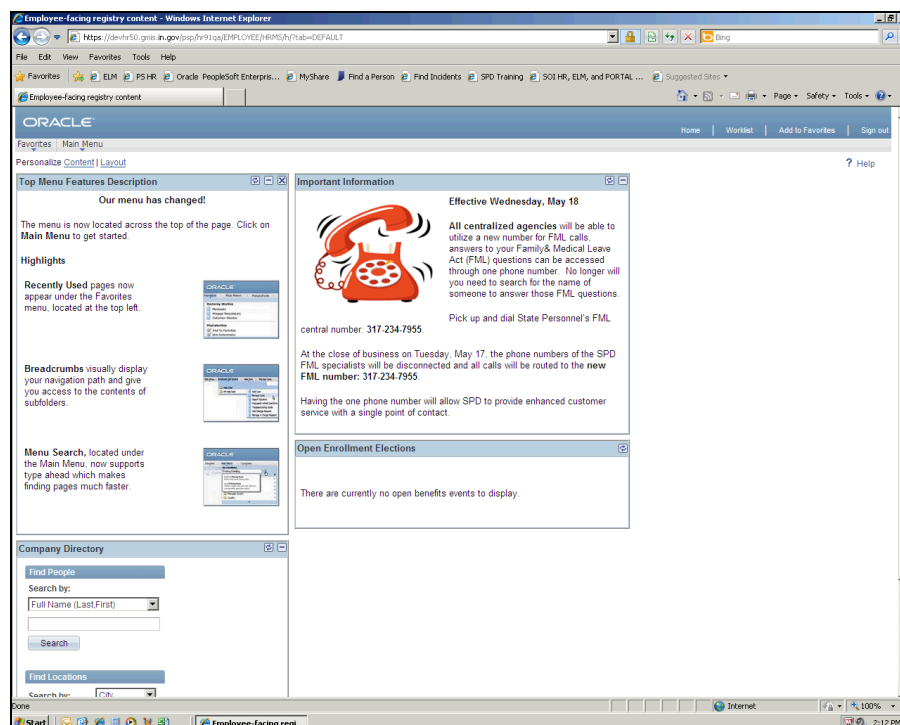
## View Applicant Profile


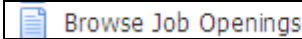
### View Applicant Profile:

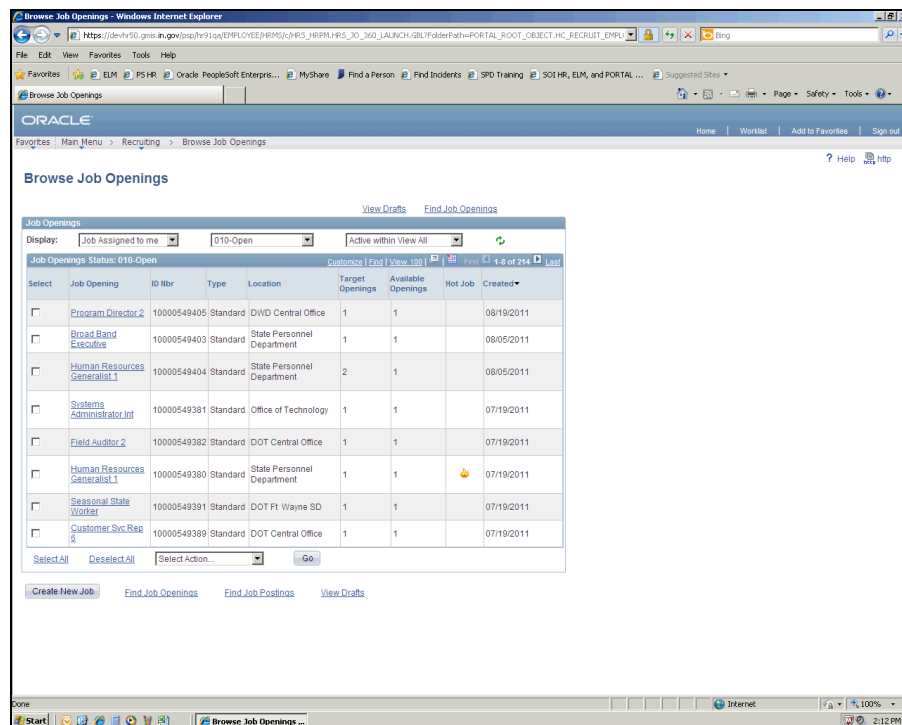
This section is used by the Hiring Manager to view an applicant's profile. This feature allows users to view the following applicant information:


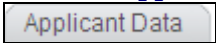

- Work Experience
- Education
- Training
- Licenses and Certificates
- Other additional information the applicant provides (i.e DD214)
- Resume (if provided)

### Procedure



Step	Action
1.	Click the <b>Main Menu</b> button. 
2.	Point to the <b>Recruiting</b> menu.
3.	You will be able to view an applicant's profile to determine if they possess the preferred experience for the position.  Click the <b>Browse Job Openings</b> menu. 



Step	Action
4.	Click the <b>Program Director 2</b> link. 
5.	Click the <b>Applicant Name</b> link.
6.	Click the <b>Applicant Data</b> tab. 
7.	Scroll until you find the application submitted for your job opening ID. Click the scrollbar.
8.	Click the <b>Application Icon</b> button. 

**Manage Applicant: Rachel Scudder**

**Application Details**

Applicant Name: Rachel Scudder [Print Application Details](#)

Applicant ID: 5542

[Save & Continue](#) [Save & Submit](#) [Cancel](#) [Return to Previous Page](#)

**Resume Text**

Resume Title:

Language Code: English

Resume Text: 

Format Font Size Bold Italic Underline

[Add Resume Attachment](#)

**Attachments**

No attachment has been uploaded to this applicant's profile

[Add Attachment](#) [Delete Attachment](#)

**Preferences**

Desired Start Date:

Regular/Temporary: Regular Full Part Time: Full-Time

☐ Willing to Relocate ☐ Willing to Travel Travel Percentage: None

Step	Action
9.	<p>You will be able to view the applicant's profile.</p> <p>Click the scrollbar.</p>

**Personal Information**

Eligible to Work in U.S.: Yes

Are you a former employee: Not a Previous Employee

Previous Termination Date:

**Referral Source**

Source ID: Job Posting

Sub Source ID:

Specific Referral Source:

**Prior Conviction Information**

Prior Conviction	Description
1 No	

**Work Experience**

Start Date	End Date	Employer	Edit Employment History
11/26/1984	07/25/2011	IN State Government	<a href="#">Edit Employment History</a>

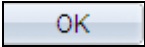
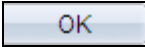
[Add Work Experience](#)

**Education Level**

Highest Education Level: H-Some Graduate School

**Training**

Course Title	School Name	Course Date
Family Medical Leave		11/17/1999
PeopleSoft User Training		02/22/2000
Progressive Discipline**		03/23/2000
Progressive Discipline**		07/17/2000

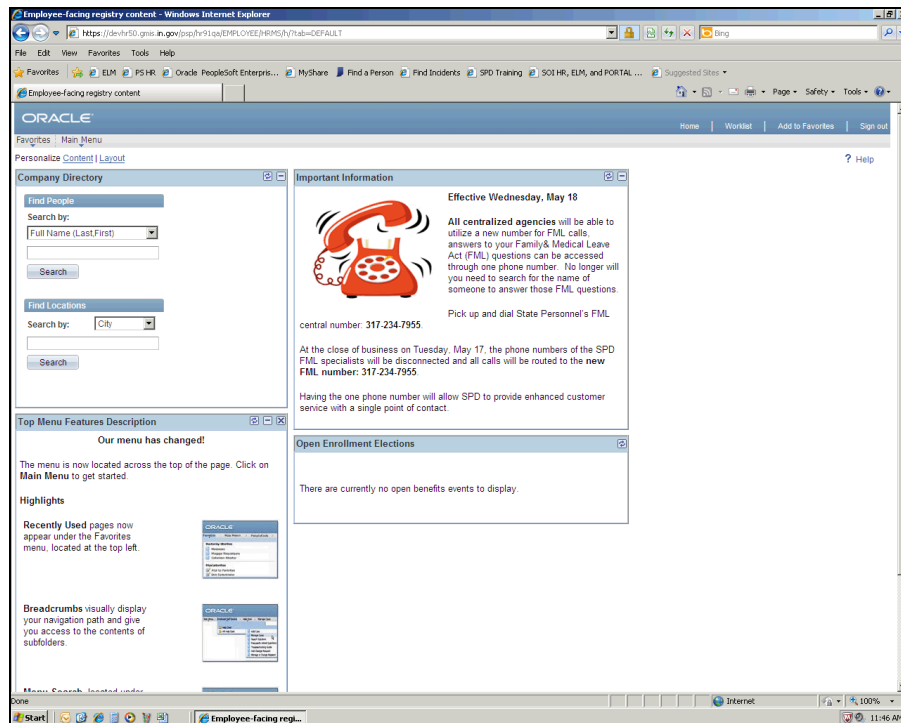
Step	Action
10.	Click the <b>Edit Employment History</b> link.  This link will allow you to view the applicant's work experience. <a href="#">Edit Employment History</a>
11.	Review the employment details.  Click the <b>OK</b> button. 
12.	To view education information you will need to scroll down to the degree area.  Click the scrollbar.
13.	Click the <b>Bachelor of Arts</b> link.  This link will allow you to view the education information. If there are no degrees listed in this section, the applicant either does not have a degree or did not list one. If a degree is required for your position, the applicant will need to update their application to include this information.  <a href="#">Bachelor of Arts</a>
14.	Review the education details.  Click the <b>OK</b> button. 
15.	Click the scrollbar.
16.	Other additional information the applicant has provided can also be viewed on this page.  Click the <b>Return to Previous Page</b> link. <a href="#">Return to Previous Page</a>
17.	Choose the <b>Applicant List</b> link to return to the manage applicant list.  Click the <b>Applicant List</b> link. <a href="#">Applicant List</a>
18.	You have now learned how to view an applicant profile. <b>End of Procedure.</b>

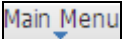
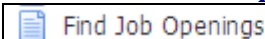
## Prepare Internal Applicant for Promotion/Demotion/Transfer

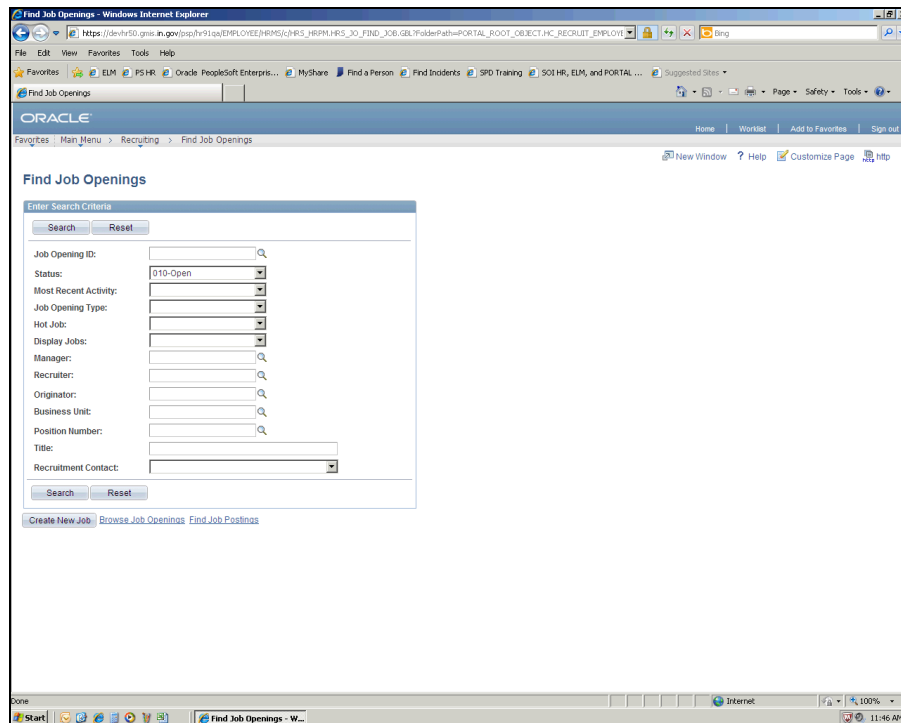
### Prepare Internal Applicant for Hire:

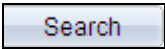



This section is used by the Recruiter to prepare internal applicants for hire. This step would be completed for internal applicants who are ready to be promoted, demoted, or transferred within the PeopleSoft 9.1 system.

### Procedure



Step	Action
1.	Click the <b>Main Menu</b> button. 
2.	Point to the <b>Recruiting</b> menu.
3.	Click the <b>Find Job Openings</b> menu. 



Step	Action
4.	Enter the desired information into the <b>Job Opening ID</b> field. Enter " <b>10000549405</b> ".
5.	Click the <b>Search</b> button. 
6.	Click the link under the <b>Job Opening</b> field.  Click the <b>Program Director 2</b> link. 
7.	Select the applicant under <b>Applicant Name</b> .  Click the <b>Applicant Name</b> link.
8.	Click the scrollbar.
9.	Locate your requisition in the <b>Applicant Activity</b> table and click on the <b>Disposition</b> status.  Click the <b>050- Route</b> link. 
10.	You will now need to edit the <b>Disposition Details</b> .  Click the <b>Expand section</b> button. 

Find Job Openings - Windows Internet Explorer

https://devhr50.gns.in.gov/asp/hr91qa/EMPLOYEE/HMS/cj/RS\_HRPM/RS\_XO\_FIND\_JOB\_GEL?FolderPath=PORTAL\_ROOT\_OBJECT\_HC\_RECRUIT\_EMPLOYM

File Edit View Favorites Tools Help

Oracle PeopleSoft Enterprise... MyShare Find a Person Find Incidents SPD Training SOI HR, ELM, and PORTAL ... Suggested Sites

Find Job Openings

Home | Worklist | Add to Favorites | Sign out

Manage Applicant: Rachel Scudder

Disposition Details: Route

Applicant Name: Rachel Scudder Date Entered: 08/19/2011

ID: 5642

Print Job Opening

Posting Title: Program Director 2 Job Opening ID: 10000548405

Job Opening Status: 010-Open Job Type: Standard

Job Title: Program Director 2 Job Code: 002VM2

Position Number: 10001059 Program Director 2

Business Unit: 00510 Dept of Workforce Development

Save Return to Previous Page

Routing Details

Overall Routing Status: 010-Routed Status Date: 08/24/2011

Status Reason:

Activity Routing Information

Route Date	Route To	Response Due	Response	Response Date
08/24/2011	Nicole Russell		010-Routed	

Disposition History

Disposition	Status	Reason	Status Date	Offer ID
Route	010-Routed		08/24/2011	

Edit Disposition Details

Job Opening ID: 10000548405 Program Director 2

\*Status Code: 050-Route

Status Reason:

Status Date: 08/24/2011

Contract Number:

Save Return to Previous Page

Start Find Job Openings - W... 11:48 AM

Step	Action
11.	Click the scrollbar.

Find Job Openings - Windows Internet Explorer

https://devhr50.gns.in.gov/asp/hr91qa/EMPLOYEE/HMS/cj/RS\_HRPM/RS\_XO\_FIND\_JOB\_GEL?FolderPath=PORTAL\_ROOT\_OBJECT\_HC\_RECRUIT\_EMPLOYM

File Edit View Favorites Tools Help

Oracle PeopleSoft Enterprise... MyShare Find a Person Find Incidents SPD Training SOI HR, ELM, and PORTAL ... Suggested Sites

Find Job Openings

Home | Worklist | Add to Favorites | Sign out

Posting Title: Program Director 2 Job Opening ID: 10000548405

Job Opening Status: 010-Open Job Type: Standard

Job Title: Program Director 2 Job Code: 002VM2

Position Number: 10001059 Program Director 2

Business Unit: 00510 Dept of Workforce Development

Save Return to Previous Page

Routing Details

Overall Routing Status: 010-Routed Status Date: 08/24/2011

Status Reason:

Activity Routing Information

Route Date	Route To	Response Due	Response	Response Date
08/24/2011	Nicole Russell		010-Routed	

Disposition History

Disposition	Status	Reason	Status Date	Offer ID
Route	010-Routed		08/24/2011	

Edit Disposition Details

Job Opening ID: 10000548405 Program Director 2

\*Status Code: 050-Route

Status Reason:

Status Date: 08/24/2011

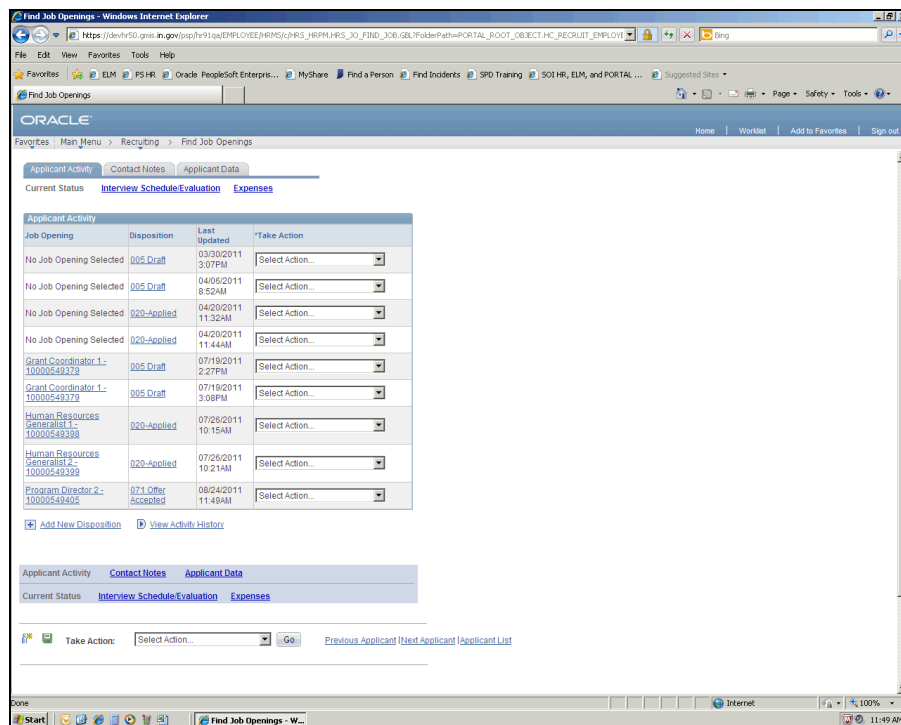
Contract Number:


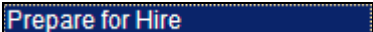


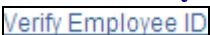

Save Return to Previous Page

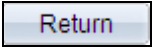
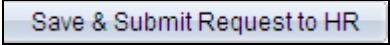
Start Find Job Openings - W... 11:48 AM







Step	Action
18.	<p>Notice that the applicant Disposition field has updated. To continue with the hiring process, click the <b>Take Action</b> field drop down menu button.</p> <p>Click the <b>Select Action</b> list.</p> 
19.	<p>Click the <b>Prepare for Hire</b> list item.</p> 
20.	<p><b>Note:</b> If the posting includes more than one position number, you will want to verify that the correct position number is listed in the position field.</p> <p>Press <b>[Enter]</b>.</p>
21.	<p>Click the <b>Type of Hire</b> list.</p> 
22.	<p>Click the <b>Transfer</b> list item.</p> 
23.	<p>Enter the desired information into the <b>Start Date</b> field. Enter "<b>08/29/2011</b>".</p>
24.	<p>Click the <b>Verify Employee ID</b> link.</p> 
25.	<p>Verify that this is the correct employee.</p> <p>Click the <b>Carry ID</b> button.</p> 

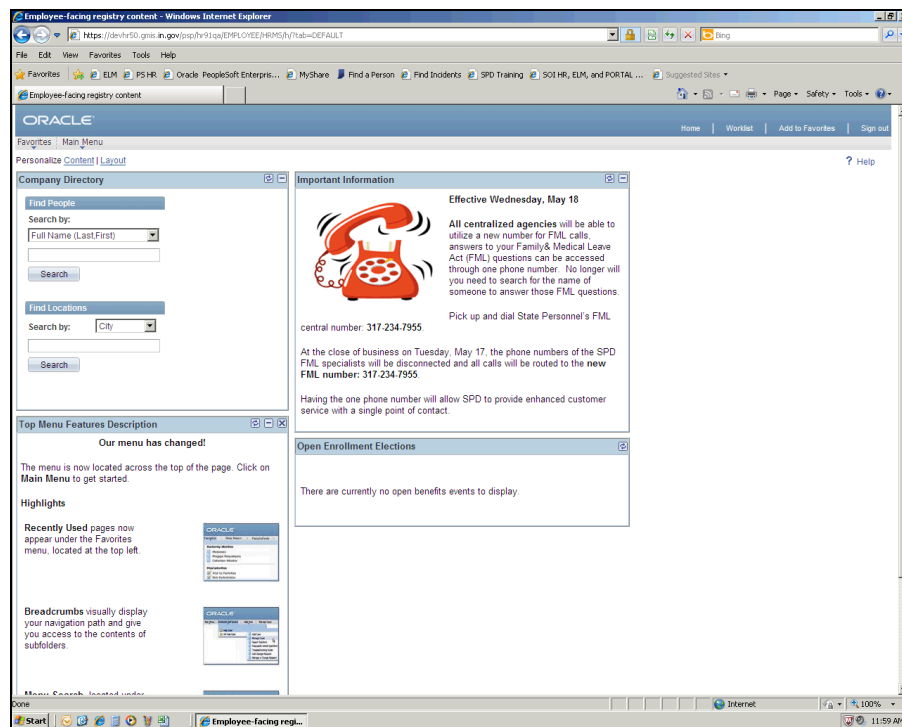
Step	Action
26.	Click the <b>Return</b> button. 
27.	Click the <b>Save &amp; Submit Request to HR</b> button. 
28.	End of procedure. <b>End of Procedure.</b>

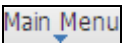
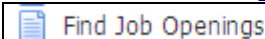
## Prepare External Applicant for Hire

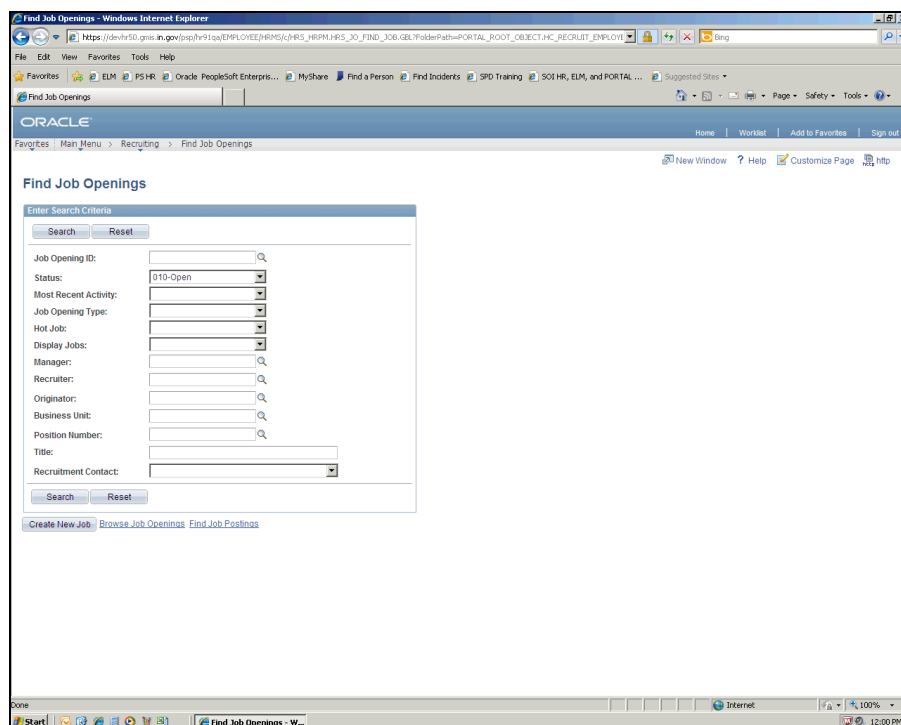
### Prepare External Applicant for Hire:

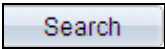
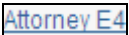
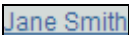
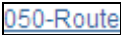


This section is used by the Recruiter to prepare external applicants for hire.

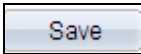
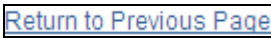
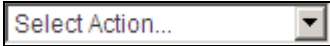




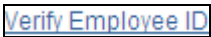

### Procedure



Step	Action
1.	Click the <b>Main Menu</b> button. 
2.	Point to the <b>Recruiting</b> menu.
3.	Click the <b>Find Job Openings</b> menu. 



Step	Action
4.	Enter the desired information into the <b>Job Opening ID</b> field. Enter " <b>10000549393</b> ".
5.	Click the <b>Search</b> button. 
6.	Click the job title link under the <b>Job Opening</b> field.  Click the <b>Attorney E4</b> link. 
7.	Locate the name of the candidate that you want to prepare for hire. In this example, we will select Jane Smith.  Click the <b>Jane Smith</b> link. 
8.	Locate your requisition in the <b>Applicant Activity</b> table and click on the <b>Disposition</b> status.  Click the <b>050-Route</b> link. 
9.	You will now need to edit the <b>Disposition Details</b> .  Click the <b>Expand section</b> button. 
10.	Click the scrollbar.
11.	Click the <b>Status Code</b> list. 

Step	Action
12.	<p><b>IMPORTANT:</b> To process your applicant for hire, you <b><u>MUST</u></b> select <b>071 Offer Accepted</b> from the list.</p> <p>Click the <b>071 Offer Accepted</b> list item.</p> 
13.	<p>You will receive an error message. Please click <b>OK</b> to proceed to the next step.</p> <p>Click the <b>OK</b> button.</p> 
14.	<p>Click the <b>Save</b> link.</p> 
15.	<p>Click the <b>Return to Previous Page</b> link.</p> 
16.	<p>Notice that the applicant Disposition field has updated. To continue with the hiring process, click the <b>Take Action</b> field drop down menu button.</p> <p>Click the <b>Select Action</b> list.</p> 
17.	<p>Click the <b>Prepare for Hire</b> list item.</p> 
18.	<p><b>Note:</b> If the posting includes more than one position number, you will want to verify that the correct position number is listed in the position field.</p> <p>Press <b>[Enter]</b>.</p>
19.	<p>Click in the <b>Start Date</b> field.</p> 
20.	<p>Enter the desired information into the <b>Start Date</b> field. Enter "<b>08/29/11</b>".</p>
21.	<p>Click the <b>Type of Hire</b> list.</p> 
22.	<p>Click the <b>Hire</b> list item.</p> 
23.	<p>Click the <b>Verify Employee ID</b> link.</p> 
24.	<p>Click the <b>OK</b> button.</p> 

**Manage Applicant**  
**Prepare For Hire**  
 Laila Alyse

To initiate a hire, rehire, transfer, additional job assignment, or to add a contingent worker assignment, select Save and Submit Request to HR.

**Prepare For Hire**

Application Status: 071 Offer Accepted  
 Status Last Updated: 07/29/2011  
 Job Opening: 10000549393 Attorney E4  
 Job Opening Type: Standard Requisition  
 Position: 10002753 Attorney E4  
 Job Code: 00E04 Attorney E4  
 Business Unit: 00070 State Personnel Department  
 Department: 045001 SPD - Office Of The Director  
 Start Date: 08/29/2011  
 Date Applied: 07/29/2011  
 Applicant Type: External - New  
 Type of Hire: Hire  
 Contract Number:  
 Applicant ID: [Verify Employee ID](#)  
 Employee ID not verified

**Additional Hire Information**

☐ Send Offer Letter to HR  
 Hire Comments:

Step	Action
25.	<p>This is a feature that we do not currently use. Please make sure this box is unchecked.</p> <div> <input type="checkbox"/> Send Offer Letter to HR </div>

**Manage Applicant**  
**Prepare For Hire**  
 Laila Alyse

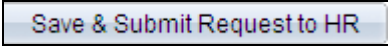
To initiate a hire, rehire, transfer, additional job assignment, or to add a contingent worker assignment, select Save and Submit Request to HR.

**Prepare For Hire**

Application Status: 071 Offer Accepted  
 Status Last Updated: 07/29/2011  
 Job Opening: 10000549393 Attorney E4  
 Job Opening Type: Standard Requisition  
 Position: 10002753 Attorney E4  
 Job Code: 00E04 Attorney E4  
 Business Unit: 00070 State Personnel Department  
 Department: 045001 SPD - Office Of The Director  
 Start Date: 08/29/2011  
 Date Applied: 07/29/2011  
 Applicant Type: External - New  
 Type of Hire: Hire  
 Contract Number:  
 Applicant ID: [Verify Employee ID](#)  
 Employee ID not verified

**Additional Hire Information**

☐ Send Offer Letter to HR  
 Hire Comments:

Step	Action
26.	Click the scrollbar.
27.	Click the <b>Save &amp; Submit Request to HR</b> button. 
28.	<b>End of Procedure.</b>

## Reports

### Reports:

In this section you will learn how to

- Print applications by applicant ID
- Print applications by job opening

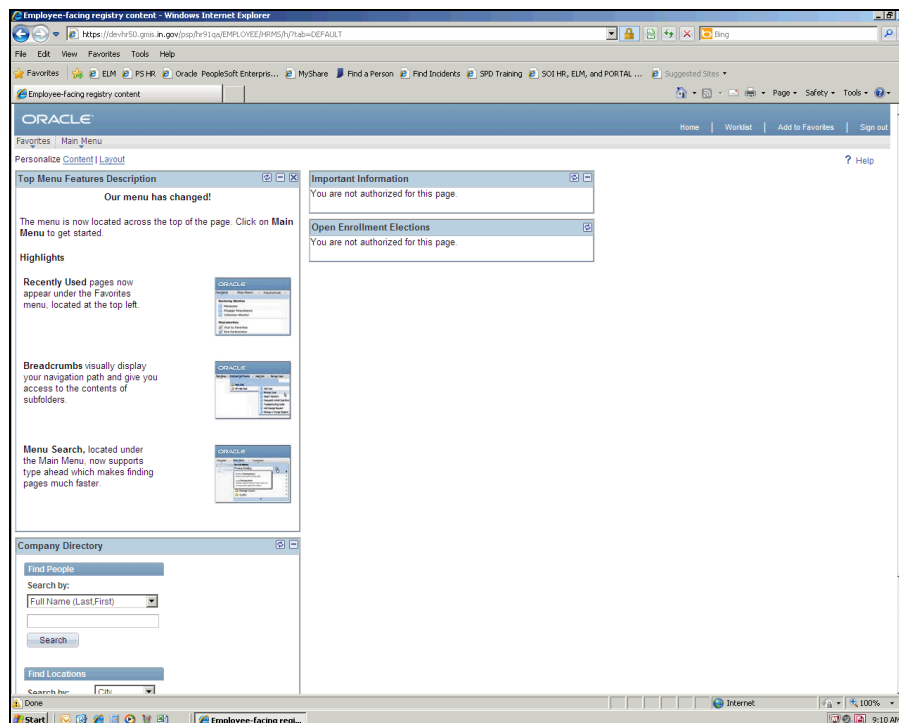
## Internal Application Print by Applicant




### Internal Application Print by Applicant:

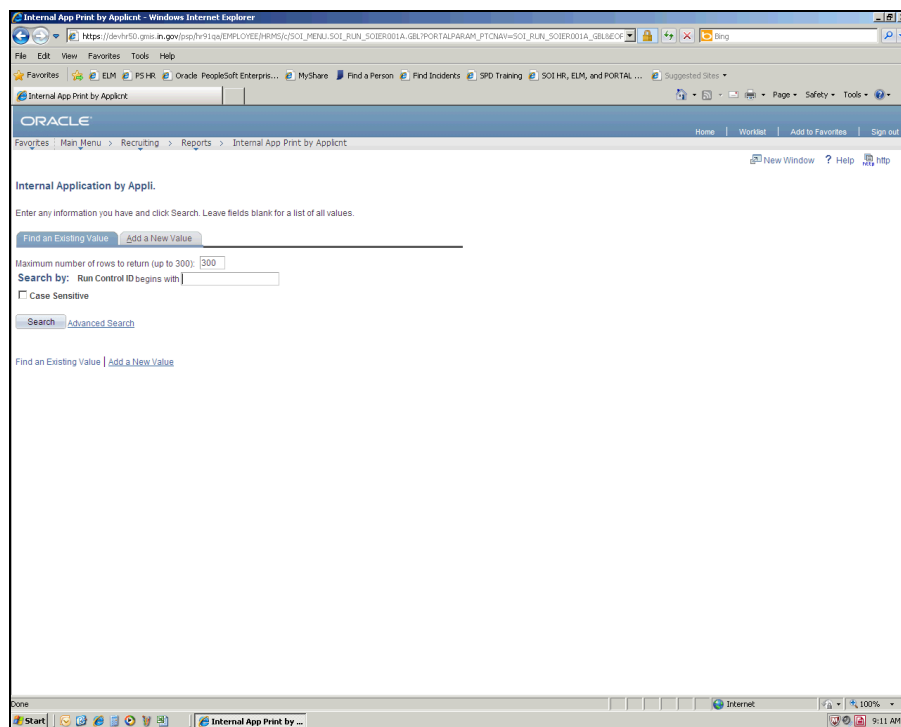
This section is used by Hiring Managers and HR staff to print applications by the applicant ID. The application will appear as a PDF after you have run the report based on the applicant ID.

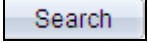

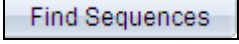
In this topic, you will learn how to print applications by the applicant ID. This feature is primarily used when you are interested in looking only at one application at a time.


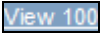

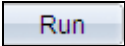
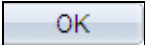
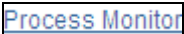
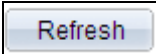
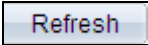

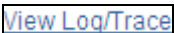
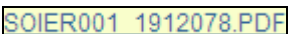
### Procedure



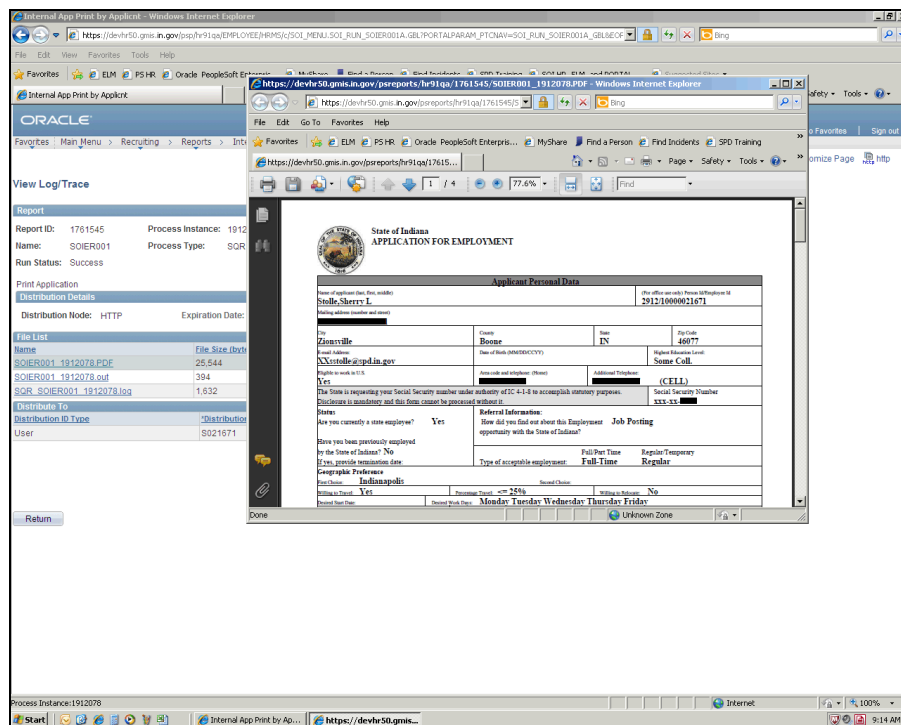
Step	Action
1.	Click the <b>Main Menu</b> button. 
2.	Point to the <b>Recruiting</b> menu.
3.	Click the <b>Reports</b> menu. 
4.	Click the <b>Internal App Print by Applicant</b> link. 




Step	Action
5.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>RUN</b> ".
6.	Click the <b>Search</b> button. 
7.	Click in the <b>Applicant ID</b> field. 
8.	Enter the desired information into the <b>Applicant ID</b> field. Enter " <b>2912</b> ".
9.	Click the <b>Find Sequences</b> button. 

Step	Action
10.	<p>You may want to sort the applications by submission date in order to identify the most recently submitted application. To sort by submission date, click on the Last Updated column header until the most recent application appears at the top of the list.</p> <p>Click the <b>Last Updated</b> option.</p> 
11.	<p>If the applicant has more than three applications you can view all or view 100 to see all applications for this Applicant ID. In this example, the applicant has 116 applications.</p> <p>Click the <b>View 100</b> link.</p> 
12.	<p>Click the checkbox next to the application you wish to print.</p> <p>Click the <b>Select</b> option.</p> 
13.	<p>Click the <b>Run</b> button.</p> 
14.	<p>Click the <b>OK</b> button.</p> 
15.	<p>Click the <b>Process Monitor</b> link.</p> 
16.	<p>Click the <b>Refresh</b> button.</p> 
17.	<p>Click the Refresh button until the word "Success" appears in the Run Status column and the word "Posted" appears in the Distribution Status column.</p> <p>Click the <b>Refresh</b> button.</p> 
18.	<p>Click the <b>Details</b> link.</p> 
19.	<p>Click the <b>View Log/Trace</b> link.</p> 
20.	<p>Click the <b>SOIER001_1912078.PDF</b> link.</p> 





Step	Action
21.	<p>From here you can choose to print, save, email or simply review the PDF of applications. For this example we will print the application.</p> <p>Click the <b>Print</b> button.</p> 
22.	<p><b>End of Procedure.</b></p>

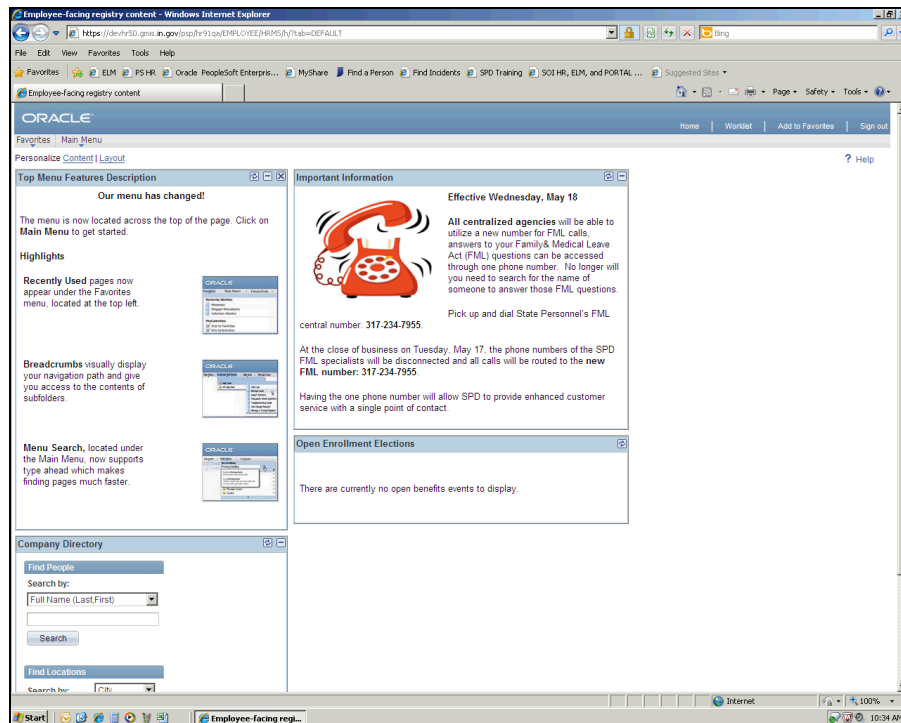
## Internal Application Print by Job Opening

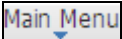
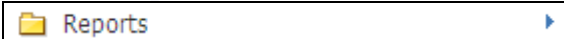

### Internal Application Print by Job Opening:

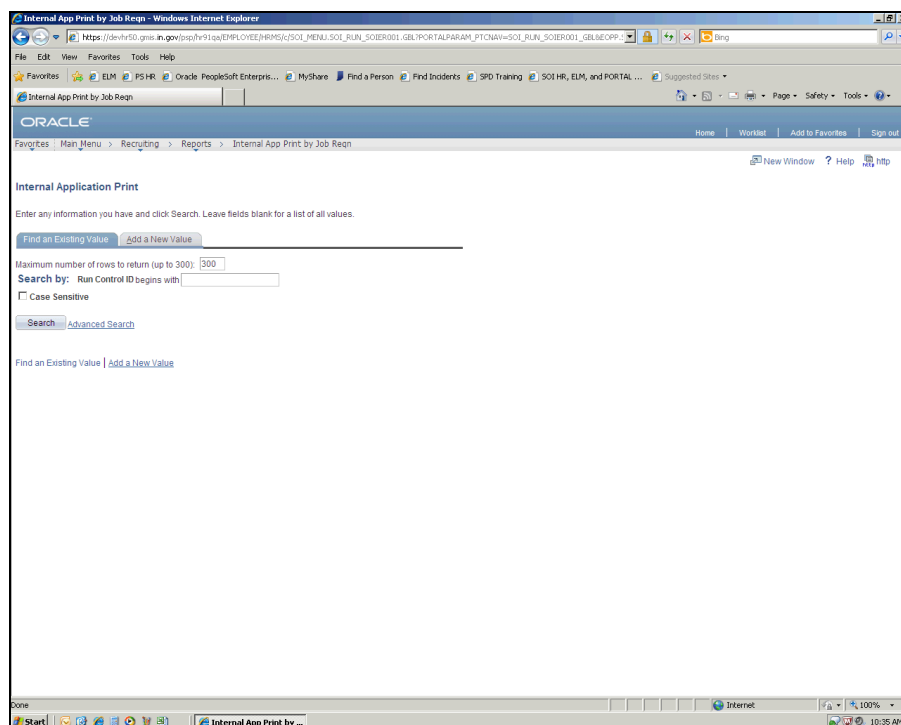
This section is used by Hiring Managers and HR staff to print applications by job opening ID.

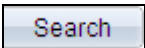



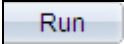
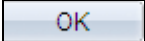
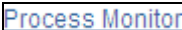
In this topic, you will learn how to print applications by the job opening ID. This feature is primarily used when you are interested in looking at all applicants or a select group of applicants who have applied to your posting (i.e all applicants in "Route" status). The applicants will appear in one PDF document based on the job opening ID and the number of applicants selected.

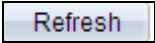

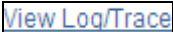
### Procedure

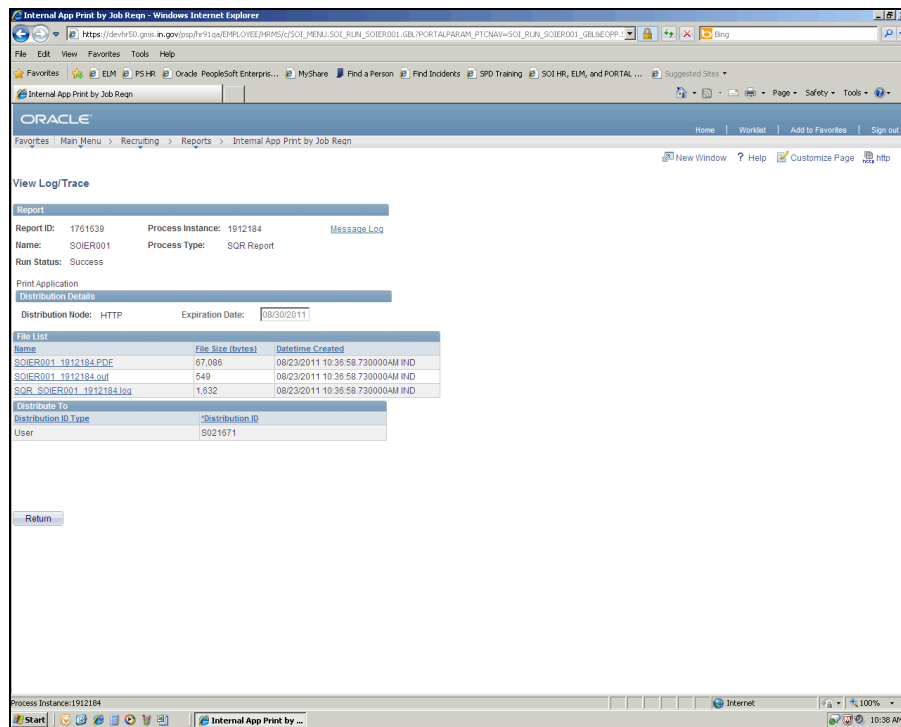




Step	Action
1.	Click the <b>Main Menu</b> button. 
2.	Point to the <b>Recruiting</b> menu.
3.	Click the <b>Reports</b> menu. 
4.	Click the <b>Internal App Print by Job Reqn</b> link. 



Step	Action
5.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>RUN</b> ".
6.	Click the <b>Search</b> button. 
7.	Enter the desired information into the <b>Job Opening ID</b> field. Enter " <b>549405</b> ".
8.	When you want to print applications for the candidates whose applications have been screened and routed, click in the <b>Status</b> field and enter 050 (for routed status) or click on the Magnifying Glass button to search for and select the 050-Route status.  Click the <b>Magnifying Glass</b> button. 
9.	Click the <b>050</b> link. 
10.	Click the <b>Find Applicants</b> button. 
11.	Click the <b>Select All Applicants</b> option.
12.	Click the <b>Run</b> button. 
13.	Click the <b>OK</b> button. 
14.	Click the <b>Process Monitor</b> link. 


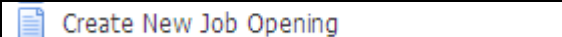


Step	Action
15.	<p>Click the Refresh button until the word "Success" appears in the Run Status column and the word "Posted" appears in the Distribution Status column.</p> <p>Click the <b>Refresh</b> link.</p> 
16.	<p>Click the <b>Details</b> link.</p> 
17.	<p>Click the <b>View Log/Trace</b> link.</p> 












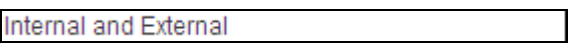


Step	Action
18.	<p>Click the <b>SOIER001_1912184.PDF</b> link.</p> 
19.	<p>From here you can choose to print, save, e-mail or simply review the PDF of applications. For this example we will print the applications.</p> <p>Click the <b>Print</b> button.</p> 
20.	<p><b>End of Procedure.</b></p>

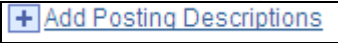




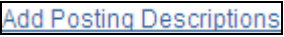




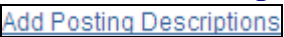


## Appendixes

### Appendix A: Create a Job Opening Job Aid



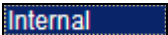

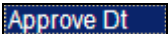
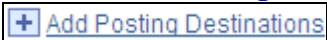

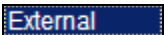

Step	Action
	Click the <b>Main Menu</b> button. 
	Point to the <b>Recruiting</b> menu.
	Click the <b>Create New Job Opening</b> menu. 
	Leave Job Opening Type as Standard Requisition.  Click in the <b>Business Unit</b> field. 
	Enter the desired information into the <b>Business Unit</b> field. Enter a valid value e.g. " <b>00070</b> ".
	Press <b>[Tab]</b> .
	Type in the SHC-approved position number OR click on the magnifying glass to search for the SHC-approved position number.  Click the <b>Position Number</b> button. 
	Click the scrollbar. 
	Click the <b>10002771</b> link. 
	If necessary, change the posting title to reflect the working title. For this example, please highlight the posting title, press the delete key, and type in "Senior Benefits Specialist".  Click in the <b>Posting Title</b> field.
	Press <b>[Backspace]</b> .
	Enter the desired information into the <b>Posting Title</b> field. Enter a valid value e.g. " <b>Senior Benefits Specialist</b> ".
	Click the <b>Continue</b> button. 


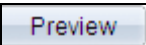
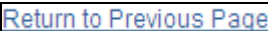
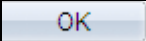


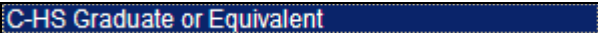
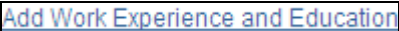

Step	Action
	<p>Review the information on the page. If you are posting just one position, no changes are necessary on this page.</p> <p>If, however, you are attaching more than one position number to this posting (where the job classification and location are the same), click in the <b>Target Openings</b> field and enter the total number of positions that will be attached to this job opening ID number. For this example, enter the number "2" and <b>Tab</b> out of the field.</p> <p>Press <b>[Enter]</b>.</p>
	Enter the desired information into the <b>Target Openings</b> field. Enter a valid value e.g. "2".
	Press <b>[Tab]</b> .
	<p>You will receive an error message.</p> <p>Click the <b>OK</b> button.</p> 
	<p>The number of available openings will auto-populate to match the number in the Target Openings Field.</p> <p>Press <b>[Enter]</b>.</p>
	<p>Scroll down until you can view the <b>Positions</b> box.</p> <p>Click the button of the scrollbar.</p>
	<p>Click the Add Positions link if you are attaching more than one position. In this example, we are attaching two positions.</p> <p>Click the <b>Add Positions</b> link.</p> 
	<p>A blank field appears in which you can place an additional SHC- approved job title/position number.</p> <p>Click the <b>Magnifying Glass</b> button.</p> 
	<p>A Look Up Position box opens. Search for the position by entering the position number, the job title, or the job code. Again, the position must have first been approved by the Strategic Hiring Committee in order for you to attach it to this job posting.</p> <p>Press <b>[Enter]</b>.</p>
	<p>Click on the HR Generalist 1 position that has been approved by the Strategic Hiring Committee and that you wish to add to this job posting.</p> <p>Click the <b>10002764</b> link.</p> 


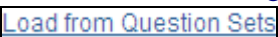


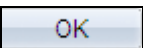
Step	Action
	<p>The additional Human Resources Generalist 1 position title and position number have been added to the Positions box.</p> <p>To add more position numbers, continue to repeat this process until all positions have been entered. Make sure the number in the <b>Target Openings</b> match the total number of position numbers you have entered in the list. <b>Remember all positions you add must have been approved by SHC.</b></p> <p>Press <b>[Enter]</b>.</p>
	<p><b>Optional:</b> if you desire, you may enter the name(s) of the employee(s) being replaced in this box. You may also click on the magnifying glass to search for the employee name(s).</p> <p>Press <b>[Enter]</b>.</p>
	<p>You may click the <b>Next Step</b> link to continue.</p> <p>Click the <b>Next Step</b> link.</p> <p></p>
	<p>Review the information on Min Requirements page; however, make no changes. You can click on the <b>Next Step</b> link to continue.</p> <p>Click the <b>Next Step</b> link.</p> <p></p>
	<p>You may review the information on this page. If necessary, the Recruiter will add information on this page. You can click <b>Next Step</b> link to continue.</p> <p>Click the <b>Next Step</b> link.</p> <p></p>
	<p>Click the <b>Add Job Postings</b> link.</p> <p></p>
	<p>Select the "Visible" drop down menu.</p> <p>Click the <b>Visible</b> list.</p> <p></p>
	<p>Click the <b>Internal and External</b> list item.</p> <p></p>
	<p>Click the <b>Description Type</b> list.</p> <p></p>
	<p>Click the "Description Type" field drop-down menu and select Preferred Experience from the list of values. The preferred experience will auto-populate.</p> <p><b>Note:</b> Agencies are required to include Preferred Experience in every posting.</p> <p>Click the <b>Preferred Experience</b> list item.</p> <p></p>



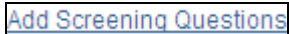

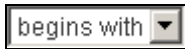



Step	Action
	<p>Please do not delete the line or the header that automatically appear in the narrative box. Deleting these will cause formatting problems in the posting on the job bank.</p> <p>Click the <b>Add Posting Descriptions</b> link.</p> 
	<p>Click the <b>Visible</b> list.</p> 
	<p>Click the <b>Internal and External</b> list item.</p> 
	<p>Click the <b>Description Type</b> list.</p> 
	<p>Click the "Description Type" field drop-down menu and select Benefits from the list of values. The benefits statement will automatically populate.</p> <p>Click the <b>Benefits</b> list item.</p> 
	<p>Click the <b>Add Posting Descriptions</b> link.</p> 
	<p>Select the "Visible" drop down menu.</p> <p>Click the <b>Visible</b> list.</p> 
	<p>Click the <b>Internal and external</b> list item.</p> 
	<p>Click the <b>Description Type</b> list.</p> 
	<p>Click the "Description Type" field drop-down menu and select Equal Employment Opportunity from the list of values .The EEO statement will automatically populate.</p> <p>Click the <b>Equal Employment Opportunity</b> list item.</p> 
	<p>Click the <b>Add Posting Descriptions</b> link.</p> 
	<p>Select the "Visible" drop down menu.</p> <p>Click the <b>Visible</b> list.</p> 
	<p>Select Internal and External</p> 




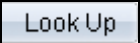

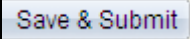
Step	Action
	<p>Click the "Description Type" field drop-down menu and select Job Description from the list of values. The job description will not populate automatically.</p> <p>When crafting the verbiage for this section, utilize information from the work profile, benchmark, or job description to give a brief "at a glance" view of the job. The job description should read like a newspaper ad in an effort to draw quality candidates into your applicant pool. The full job description can be provided to the candidate(s) during the interview process.</p> <p>Click the <b>Job Description</b> list item.</p> 
	<p>Click the <b>Posting Type</b> list.</p> 
	<p>If necessary, continue to add Posting Descriptions for Responsibilities, Hire Salary, Additional Comments, etc. Once the posting information is complete, move to the <b>Job Posting Destination</b> section.</p> <p>The Internet destination is provided for you. Please locate the Posting Type drop down menu.</p> <p>Click the <b>Internal</b> list item.</p> 
	<p>Click the <b>Relative Open Date</b> list.</p> 
	<p>Select the <b>Relative Open Date</b> field from the drop down menu.</p> <p>Note: This action will populate the <b>Post Date</b> field.</p> <p>Click the <b>Approve Dt</b> list item.</p> 
	<p>Enter the desired information into the <b>Posting Duration (Days)</b> field. Enter a valid value e.g. "5".</p>
	<p><b>Note:</b> Pressing the <b>Tab</b> key will populate the <b>Remove Date</b> field.</p> <p>Press <b>[Tab]</b>.</p>
	<p>Click the <b>Add Posting Destinations</b> button.</p> 
	<p>The <b>Internet</b> destination is provided for you. Please locate the "Posting Type" drop down menu.</p> <p>Click the <b>Posting Type</b> list.</p> 
	<p>Click the <b>External</b> list item.</p> 
	<p>Click the <b>Relative Open Date</b> list.</p> 

Step	Action
	<p>Select the <b>Relative Open Date</b> field from the drop down menu.</p> <p>Click in the <b>Approve Date</b> field.</p> 
	<p>Enter the number of days for the posting duration into the <b>Posting Duration</b> field.</p> <p>Enter the desired information into the <b>Posting Duration (Days)</b> field. Enter a valid value e.g. "5".</p>
	<p><b>Note:</b> Pressing the <b>Tab</b> key will populate the <b>Remove Date</b> field.</p> <p>Press <b>[Tab]</b>.</p>
	<p>Click the <b>Preview</b> button.</p> 
	<p>Review the information and formatting on this page, as this will be what the candidates will see when it is posted on the job bank. Any necessary changes can be made by clicking on the <b>Return to Previous Page</b> link.</p> <p>Click the <b>Return to Previous Page</b> link.</p> 
	<p>Click the <b>OK</b> button.</p> 
	<p>Click the <b>Next Step</b> link.</p> 
	<p>Information you record on the Education and Experience page may be used for preliminary and/or final screening. Entries on this page should reflect all possible combinations of education and experience as outlined in the Preferred Experience narrative box on the job posting page.</p> <p>Click the <b>Highest Education Level</b> list item.</p> 
	<p>Click the Highest Education Level drop-down menu and for this example select the HS Graduate or Equivalent list item.</p> <p>Click the <b>C-HS Graduate or Equivalent</b> list item.</p> 
	<p>Enter the desired information into the <b>Years of Work Experience</b> field. Enter a valid value e.g. "4".</p>
	<p>Click the <b>Add Work Experience and Education</b> link.</p> 
	<p>Click the <b>Highest Education Level</b> list item.</p> 
	<p>Click the <b>D-Some College</b> list item.</p> 
	<p>Enter the desired information into the <b>Years of Work Experience</b> field. Enter a valid value e.g. "3".</p>


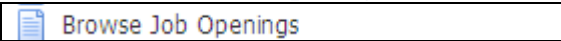
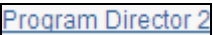
Step	Action
	<p>Continue to add rows of education and years of work experience until all possible combinations of education and work experience have been entered, reflecting the information in the Preferred Experience narrative box on the job posting page.</p> <p>Press <b>[Enter]</b>.</p>
	<p>The <b>Degrees</b> field is optional and may be used in screening to limit the applicant pool based on specific education requirements.</p> <p>The desired degree must be specifically listed on the job posting in the preferred experience section to use it in screening.</p> <p>Press <b>[Enter]</b>.</p>
	<p>The Add Licenses and Certifications section is optional and may be used in screening to limit the applicant pool based on specific license and/or certification requirements.</p> <p>The desired license and/or certification must be specifically listed on the job posting in the preferred experience section to use it in screening.</p> <p>If a license or certification is pertinent to your agency and is not listed in the <b>License or Certifications</b> table, send a request via webmail (spdwebmail@spd.in.gov) to State Personnel. Items to include:</p> <ul style="list-style-type: none"> <li>-Complete Certification/License Title</li> <li>-Industry Standard Abbreviation</li> <li>-Certifying/Licensing Authority</li> <li>-Web address to verify the licensure/certification</li> </ul> <p>Press <b>[Enter]</b>.</p>
	Click the scrollbar.
	<p>You can click the Screening link or the Next Step link to continue.</p> <p>Click the <b>Next Step</b> link.</p> 
	<p>Click the <b>Load from Question Sets</b> link.</p> 
	<p>Click the Core SOI questions option. Also at this step you can select any other appropriate question sets.</p> <p><b>Note:</b> The 'Core SOI questions' set is required for all job postings.</p> <p>Click the <b>Core SOI Questions</b> option.</p> 
	<p>Click the <b>Human Resources</b> option.</p> 
	<p>Click the <b>OK</b> button.</p> 


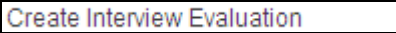




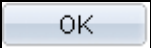
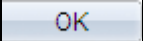

Step	Action
	<p>If a question in the selected Question Set is not applicable for the position you are posting, you may delete that question by clicking on the trash can icon located on the same row as the question. NOTE: Do not remove any of the Core SOI questions.</p> <p>Click the <b>Trash Can Icon</b> link.</p> 
	<p>A Delete Confirmation box will open.</p> <p>Click the <b>OK</b> button.</p> 
	Click the scrollbar.
	<p>The Family Medical Leave question has been removed from the set of screening questions for this job posting.</p> <p>Press <b>[Enter]</b>.</p>
	<p>You also have the option to add individual screening questions. For this example, we will add the FMLA question back into our question set.</p> <p>Click the <b>Add Screening Questions</b> link.</p> 
	<p>Click the <b>Magnifying Glass</b> button.</p> 
	<p>The "Look Up Question ID" box opens. Click on the drop-down menu for the Description Field.</p> <p>Click the <b>Description</b> list.</p> 
	<p>Click the <b>contains</b> list item.</p> 
	Enter the desired information into the <b>Description</b> field. Enter a valid value e.g. " <b>family</b> ".
	<p>Click the <b>Look Up</b> button.</p> 
	<p>Click the <b>Family Medical Leave Act</b> link.</p> 
	<p>The Family Medical Leave Act question has been inserted into the list of desired questions for the candidates to answer.</p> <p>Continue to add question sets and add or delete individual questions until you have entered all the screening questions needed for this job posting.</p> <p>Press <b>[Enter]</b>.</p>


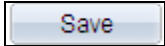
Step	Action
	<p>You can review the complete screening question library by contacting your agency recruiter/advisor to obtain a copy of the most current version. You can also request from your agency recruiter/advisor that a specific screening question be added to the library, which will allow you to screen candidates for specific experience.</p> <p>Press <b>[Enter]</b>.</p>
	<p>You can click on the Hiring Team link or the Next Step link to continue.</p> <p>Click the <b>Next Step</b> link.</p> <p><a href="#">Next Step</a></p>
	<p>Click the <b>Add Recruiters</b> link.</p> <p><a href="#">Add Recruiters</a></p>
	<p>Click in the <b>Name Field</b> and enter the recruiter's name (example: Heather Whitaker) or look up the recruiter's name by clicking on the magnifying glass.</p> <p>Click the <b>Look up Recruiter ID</b> button.</p> <p></p>
	<p>Enter the desired information into the <b>Name</b> field. Enter a valid value e.g. "<b>Heather</b>".</p>
	<p>Click the <b>Look Up</b> button.</p> <p><a href="#">Look Up</a></p>
	<p>Click the <b>Heather Whitaker</b> link.</p> <p><a href="#">Heather Whitaker</a></p>
	<p>Click the <b>Add Hiring Managers</b> link.</p> <p><a href="#">Add Hiring Managers</a></p>
	<p>You may either click in the Name Field or enter the hiring manager's name (example: Nicole Russell) or you may look up the hiring manager's name by clicking on the magnifying glass.</p> <p>For this example, click the Look up Manager ID button.</p> <p>Click the <b>Look up Manager ID</b> button.</p> <p></p>
	<p>Enter the desired information into the <b>Display Name</b> field. Enter a valid value e.g. "<b>nicole</b>".</p>
	<p>Click the <b>Look Up</b> button.</p> <p><a href="#">Look Up</a></p>
	<p>Click the <b>Nicole Russell</b> link.</p> <p><a href="#">Nicole Russell</a></p>
	<p>You may add "Interested Parties" to the Hiring Team screen. An "Interested Party" is used for interview purposes. They can view applicants but they have no access to edit the job opening.</p> <p>Click the <b>Add Interested Parties</b> link.</p> <p><a href="#">Add Interested Parties</a></p>

Step	Action
	<p>You can type in the name of the Interested Party or use the Magnifying Glass look up option to search.</p> <p>Click the <b>Magnifying Glass</b> button.</p> 
	Enter the desired information into the <b>Name</b> field. Enter a valid value e.g. " <b>sherry stolle</b> ".
	<p>Click the <b>Look Up</b> button.</p> 
	<p>Click the <b>Sherry Stolle</b> link.</p> 
	<p>You can add more than one recruiter, hiring manager, or interested party. If you do so, you will need to select the primary recruiter and or hiring manager by clicking in the primary checkbox.</p> <p>Press <b>[Enter]</b>.</p>
	<p>You can either click 'Save as Draft' if you are not completely finished creating the posting or you can click 'Save &amp; Submit' to start the final approval process. If you click 'Save &amp; Submit', the posting will first be routed to the Hiring Manager's supervisor for approval. Once approved, a workflow message will be sent to the Recruiter who will then review, edit if necessary, approve and submit the posting to the job bank.</p> <p>Click the <b>Save &amp; Submit</b> button.</p> 
	Press <b>[Enter]</b> .
	<b>End of Procedure.</b>




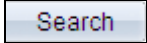

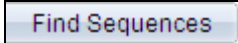
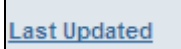
## Appendix B: Create/Complete Interview Evaluation Job Aid

Step	Action
	<p>Click the <b>Main Menu</b> button.</p> 
	Point to the <b>Recruiting</b> menu.
	<p>Click the <b>Browse Job Openings</b> menu.</p> 
	<p>Click the <b>Program Director 2</b> link.</p> <p>This is under the <b>Job Opening</b> column.</p> 

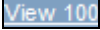

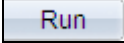
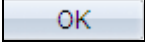
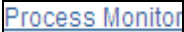
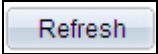
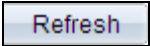

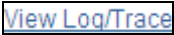
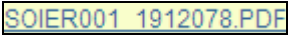

Step	Action
	<p>Locate the candidate for whom you want to create an interview evaluation.</p> <p>Click the <b>Select Action</b> dropdown button to activate the menu.</p> 
	<p>Click the <b>Create Interview Evaluation</b> list item.</p> 
	<p>Click the <b>Interview Type</b> field drop down menu button.</p> <p>Click the <b>Inhouse1</b> list item.</p> 
	<p>Click the <b>Interview Rating</b> list item.</p> <p>Choose the rating that best reflects the applicant's responses to the corresponding interview questions.</p> <p><i>Note: A numeric score will populate based on the interview rating chosen.</i></p> 
	<p>Click the <b>Comments</b> button.</p> 
	<p>Enter the desired information into the <b>Comment</b> field. Enter a valid value e.g. "<b>Candidate used good grammar and maintained appropriate eye contact</b>".</p> <p>Comments should be objective statements based on the candidate's responses to interview questions.</p>
	<p>Click the <b>Spell Check Icon</b> button.</p> 
	<p>Click the <b>OK</b> object.</p> 
	<p>Click the <b>OK</b> button.</p> 
	<p>Please continue to add ratings and comments for all categories.</p> <p>Note: If you have additional summarizing comments, enter them into the <b>General Comments</b> field at the bottom of the screen.</p> <p>Click the scrollbar.</p>
	<p>Click the <b>Overall Rating</b> field drop-down menu button. Choose the rating which best represents the overall interview evaluation.</p> <p>Click the <b>Average</b> list item.</p> 

Step	Action
	<p>Click the <b>Recommendation</b> field drop-down menu button. Choose the recommendation that represents the overall interview evaluation.</p> <p>Click the <b>Make Offer</b> list item.</p> 
	<p>Please review to ensure all of the information has been completed.</p> <p>Click the <b>Save</b> button.</p> 
	<b>End of Procedure.</b>




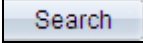



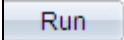
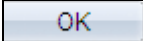
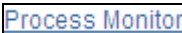
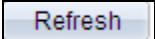

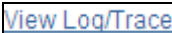
## Appendix C: Internal Application Print by Applicant Job Aid



Step	Action
	<p>Click the <b>Main Menu</b> button.</p> 
	Point to the <b>Recruiting</b> menu.
	<p>Click the <b>Reports</b> menu.</p> 
	<p>Click the <b>Internal App Print by Applicant</b> link.</p> 
	Enter the desired information into the <b>Run Control ID</b> field. Enter a valid value e.g. " <b>RUN</b> ".
	<p>Click the <b>Search</b> button.</p> 
	<p>Click in the <b>Applicant ID</b> field.</p> 
	Enter the desired information into the <b>Applicant ID</b> field. Enter a valid value e.g. " <b>2912</b> ".
	<p>Click the <b>Find Sequences</b> button.</p> 
	<p>You may want to sort the applications by submission date in order to identify the most recently submitted application. To sort by submission date, click on the Last Updated column header until the most recent application appears at the top of the list.</p> <p>Click the <b>Last Updated</b> option.</p> 



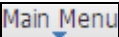
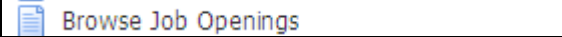


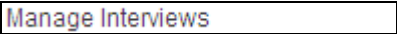


Step	Action
	<p>If the applicant has more than three applications you can view all or view 100 to see all applications for this Applicant ID. In this example, the applicant has 116 applications.</p> <p>Click the <b>View 100</b> link.</p> 
	<p>Click the checkbox next to the application you wish to print.</p> <p>Click the <b>Select</b> option.</p> 
	<p>Click the <b>Run</b> button.</p> 
	<p>Click the <b>OK</b> button.</p> 
	<p>Click the <b>Process Monitor</b> link.</p> 
	<p>Click the <b>Refresh</b> button.</p> 
	<p>Click the Refresh button until the word "Success" appears in the Run Status column and the word "Posted" appears in the Distribution Status column.</p> <p>Click the <b>Refresh</b> button.</p> 
	<p>Click the <b>Details</b> link.</p> 
	<p>Click the <b>View Log/Trace</b> link.</p> 
	<p>Click the <b>SOIER001_1912078.PDF</b> link.</p> 
	<p>From here you can choose to print, save, email or simply review the PDF of applications. For this example we will print the application.</p> <p>Click the <b>Print</b> button.</p> 
	<p><b>End of Procedure.</b></p>




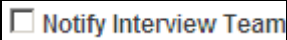
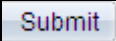
## Appendix D: Internal Application Print by Job Opening Job Aid

Step	Action
	Click the <b>Main Menu</b> button. 
	Point to the <b>Recruiting</b> menu.
	Click the <b>Reports</b> menu. 
	Click the <b>Internal App Print by Job Reqn</b> link. 
	Enter the desired information into the <b>Run Control ID</b> field. Enter a valid value e.g. " <b>RUN</b> ".
	Click the <b>Search</b> button. 
	Enter the desired information into the <b>Job Opening ID</b> field. Enter a valid value e.g. " <b>549405</b> ".
	When you want to print applications for the candidates whose applications have been screened and routed, click in the <b>Status</b> field and enter 050 (for routed status) or click on the Magnifying Glass button to search for and select the 050-Route status.  Click the <b>Magnifying Glass</b> button. 
	Click the <b>050</b> link. 
	Click the <b>Find Applicants</b> button. 
	Click the <b>Select All Applicants</b> option.
	Click the <b>Run</b> button. 
	Click the <b>OK</b> button. 
	Click the <b>Process Monitor</b> link. 
	Click the Refresh button until the word "Success" appears in the Run Status column and the word "Posted" appears in the Distribution Status column.  Click the <b>Refresh</b> link. 
	Click the <b>Details</b> link. 
	Click the <b>View Log/Trace</b> link. 

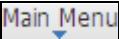

Step	Action
	Click the <b>SOIER001_1912184.PDF</b> link. 
	From here you can choose to print, save, e-mail or simply review the PDF of applications. For this example we will print the applications.  Click the <b>Print</b> button. 
	<b>End of Procedure.</b>


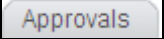
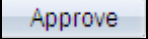

## Appendix E: Manage Interview Schedule Job Aid

Step	Action
	Click the <b>Main Menu</b> button. 
	Point to the <b>Recruiting</b> menu.
	Click the <b>Browse Job Openings</b> menu. 
	Locate the title of the Job Opening in the Job Opening Column and by the correct requisition number in the ID# column.  Click the <b>Program Director 2</b> link. 
	Locate the applicant for which you wish to schedule an interview.  Click the <b>Take Action</b> field drop-down menu button.  Click the <b>Select Action</b> list. 
	Click the <b>Manage Interviews</b> list item. 
	Click the <b>Expand section</b> button.  This is located next to the applicant's name. 
	Click the <b>Expand section</b> button. 


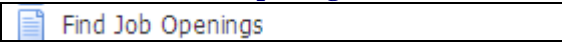
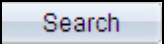

Step	Action
	Click in the <b>Interview Type</b> field drop-down menu button.  Click the <b>Inhouse1</b> list item. 
	Click in the <b>Date</b> field. 
	Enter the desired information into the <b>Date</b> field. Enter a valid value e.g. " <b>08/22/11</b> ".
	Enter the desired information into the <b>Start Time</b> field. Enter a valid value e.g. " <b>9:00AM</b> ".
	Press <b>[Tab]</b> . Enter the <b>End Time</b> .
	Enter the interviewer's employee ID number into the Interview ID field OR click the magnifying glass to search for and select the interviewer employee ID number(s). For this example we will type in the employee ID number.  Click in the <b>Interviewer ID</b> field. 
	Enter the desired information into the <b>Interviewer ID</b> field. Enter a valid value e.g. " <b>10000021673</b> ".
	The interview team should be notified by phone.  This checkbox is optional and should be used only for confirmation purposes.  This sends a system-generated reminder to the applicant.  Click the <b>Notify Interview Team</b> option. 
	Click the <b>Submit</b> button. 
	<b>End of Procedure.</b>

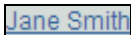



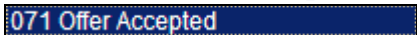
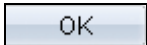
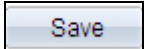
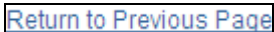
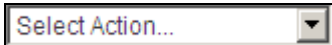


## Appendix F: Modify/Approve/Deny a Opening Job Aid






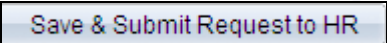
Step	Action
	Click the <b>Main Menu</b> button. 
	Point to the <b>Recruiting</b> menu.
	Click the <b>Pending Approvals</b> link. 

Step	Action
	<p>Click on the job title link you wish to approve.</p> <p>Click the <b>Job Approval: Security Officer 4 Seasonal</b> link.</p> 
	<p>The supervisor can modify the job posting by selecting any of the tabs at the top and editing the fields as needed.</p> <p>Click the <b>Approvals</b> tab.</p> 
	<p>The supervisor can approve or deny the job posting at this stage by selecting the appropriate button.</p> <p>Click the <b>Approve</b> button.</p> 
	<p>Press the left mouse button over the scrollbar and drag the scrollbar to the bottom of the page.</p> <p>Click the scrollbar.</p>
	<p>Click the <b>Save</b> link.</p> 
	<p>End of procedure</p> <p><b>End of Procedure.</b></p>


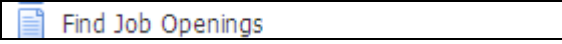
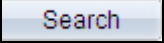

## Appendix G: Prepare External Applicant for Hire Job Aid



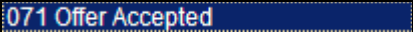
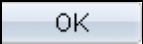
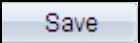
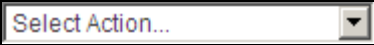
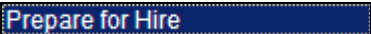


Step	Action
	<p>Click the <b>Main Menu</b> button.</p> 
	<p>Point to the <b>Recruiting</b> menu.</p>
	<p>Click the <b>Find Job Openings</b> menu.</p> 
	<p>Enter the desired information into the <b>Job Opening ID</b> field. Enter a valid value e.g. "<b>10000549393</b>".</p>
	<p>Click the <b>Search</b> button.</p> 
	<p>Click the job title link under the <b>Job Opening</b> field.</p> <p>Click the <b>Attorney E4</b> link.</p> 

Step	Action
	<p>Locate the name of the candidate that you want to prepare for hire. In this example, we will select Jane Smith.</p> <p>Click the <b>Jane Smith</b> link.</p> 
	<p>Locate your requisition in the <b>Applicant Activity</b> table and click on the <b>Disposition</b> status.</p> <p>Click the <b>050-Route</b> link.</p> 
	<p>You will now need to edit the <b>Disposition Details</b>.</p> <p>Click the <b>Expand section</b> button.</p> 
	<p>Click the scrollbar.</p>
	<p>Click the <b>Status Code</b> list.</p> 
	<p><b>IMPORTANT:</b> To process your applicant for hire, you <b>MUST</b> select <b>071 Offer Accepted</b> from the list.</p> <p>Click the <b>071 Offer Accepted</b> list item.</p> 
	<p>You will receive an error message. Please click <b>OK</b> to proceed to the next step.</p> <p>Click the <b>OK</b> button.</p> 
	<p>Click the <b>Save</b> link.</p> 
	<p>Click the <b>Return to Previous Page</b> link.</p> 
	<p>Notice that the applicant Disposition field has updated. To continue with the hiring process, click the <b>Take Action</b> field drop down menu button.</p> <p>Click the <b>Select Action</b> list.</p> 
	<p>Click the <b>Prepare for Hire</b> list item.</p> 
	<p><b>Note:</b> If the posting includes more than one position number, you will want to verify that the correct position number is listed in the position field.</p> <p>Press <b>[Enter]</b>.</p>
	<p>Click in the <b>Start Date</b> field.</p> 


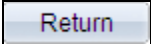
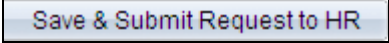
Step	Action
	Enter the desired information into the <b>Start Date</b> field. Enter a valid value e.g. " <b>08/29/11</b> ".
	Click the <b>Type of Hire</b> list. 
	Click the <b>Hire</b> list item. 
	Click the <b>Verify Employee ID</b> link. 
	Click the <b>OK</b> button. 
	This is a feature that we do not currently use. Please make sure this box is unchecked. 
	Click the scrollbar.
	Click the <b>Save &amp; Submit Request to HR</b> button. 
	<b>End of Procedure.</b>

## Appendix H: Prepare Internal Applicant for Promotion/Demotion/Transfer Job Aid

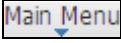

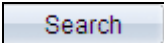


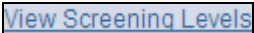
Step	Action
	Click the <b>Main Menu</b> button. 
	Point to the <b>Recruiting</b> menu.
	Click the <b>Find Job Openings</b> menu. 
	Enter the desired information into the <b>Job Opening ID</b> field. Enter a valid value e.g. " <b>10000549405</b> ".
	Click the <b>Search</b> button. 
	Click the link under the <b>Job Opening</b> field.  Click the <b>Program Director 2</b> link. 
	Select the applicant under <b>Applicant Name</b> .  Click the <b>Applicant Name</b> link.

Step	Action
	Click the scrollbar.
	<p>Locate your requisition in the <b>Applicant Activity</b> table and click on the <b>Disposition</b> status.</p> <p>Click the <b>050- Route</b> link.</p> <p><a href="#">050-Route</a></p>
	<p>You will now need to edit the <b>Disposition Details</b>.</p> <p>Click the <b>Expand section</b> button.</p> <p></p>
	Click the scrollbar.
	<p>Click the <b>Status Code</b> list.</p> <p></p>
	<p><b>IMPORTANT:</b> To process your applicant for hiring you <b>MUST</b> select <b>071 Offer Accepted</b> from the list.</p> <p>Click the <b>071 Offer Accepted</b> list item.</p> <p></p>
	<p>You will receive an error message. Please click <b>OK</b> to proceed to the next step.</p> <p>Click the <b>OK</b> button.</p> <p></p>
	<p>Click the <b>Save</b> button.</p> <p></p>
	<p>Click the <b>Return to Previous Page</b> link.</p> <p><a href="#">Return to Previous Page</a></p>
	Click the scrollbar.
	<p>Notice that the applicant Disposition field has updated. To continue with the hiring process, click the <b>Take Action</b> field drop down menu button.</p> <p>Click the <b>Select Action</b> list.</p> <p></p>
	<p>Click the <b>Prepare for Hire</b> list item.</p> <p></p>
	<p><b>Note:</b> If the posting includes more than one position number, you will want to verify that the correct position number is listed in the position field.</p> <p>Press <b>[Enter]</b>.</p>
	<p>Click the <b>Type of Hire</b> list.</p> <p></p>
	<p>Click the <b>Transfer</b> list item.</p> <p></p>
	Enter the desired information into the <b>Start Date</b> field. Enter a valid value e.g. " <b>08/29/2011</b> ".

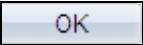



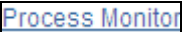

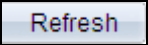







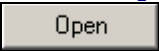

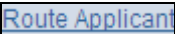
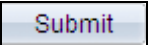
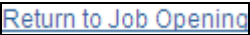
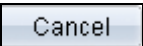
Step	Action
	Click the <b>Verify Employee ID</b> link. 
	Verify that this is the correct employee.  Click the <b>Carry ID</b> button. 
	Click the <b>Return</b> button. 
	Click the <b>Save &amp; Submit Request to HR</b> button. 
	End of procedure.  <b>End of Procedure.</b>

## Appendix I: Screen a Job Opening Job Aid

Step	Action
	Click the <b>Main Menu</b> button. 
	Point to the <b>Recruiting</b> menu.
	Click the <b>Find Job Openings</b> menu. 
	Enter the desired information into the <b>Job Opening ID</b> field. Enter a valid value e.g. " <b>576030</b> ".
	Click the <b>Search</b> button. 
	Click the <b>Program Director 1</b> link. 
	Click the <b>Screen Applicants</b> link. 
	Click the <b>View Screening Levels</b> link. 
	Click the <b>Preliminary</b> link. 


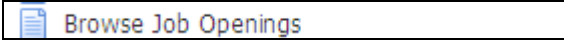

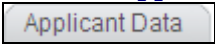

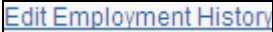
Step	Action
	<p>Decide whether the item should be check <b>Required</b> and/or <b>Used in Screening</b>.</p> <p><b>-Required (pass or fail)</b>/Selecting this will screen applicants out so be careful what you select. Do not select Required for proficiency questions or years of experience questions because there is no correct answer associated with these and everyone will fail screening.</p> <p><b>-Use in Screening</b>/will only assign points for correct answers but will not screen applicants out.</p> <p>Press <b>[Enter]</b>.</p>
	<p>Select your screening criteria.</p> <p>Mark the lowest level of education and experience, Use in Screening and Required.</p> <p>-This will fail applicants who do not list at least the minimum combination in their profile.</p> <p>Click the <b>Use In Screening</b> option.</p> <p><input type="checkbox"/></p>
	<p>Mark the lowest level of education and experience, Use in Screening and Required.</p> <p>Click the <b>Required</b> option.</p> <p><input type="checkbox"/></p>
	<p>Next you will need to mark every higher level of education and experience as <b>Use in Screening</b> as well as <b>assign a point value</b> for each level.</p> <p>For this example, one (1) point has been assigned for each level of education and experience combination.</p> <p>Press <b>[Enter]</b>.</p>
	<p>Mark all screening questions <b>Use in Screening</b> and click Edit Details for each question. Adjust or assign points to each answer if necessary.</p> <p>The <b>yes/no questions</b> that are the most important can also be marked Required if the goal is to try to lower a large applicant pool. Remember, an incorrect answer causes the applicant to fail screening.</p> <p><b>Multiple choice questions</b> can only be marked as Use in Screening. Selecting Required will cause all applicants to fail screening.</p> <p>Press <b>[Enter]</b>.</p>
	<p>Mark the screening questions '<b>US Work Eligibility</b>', '<b>SOI Dismissal</b>' and '<b>Verification of Information</b>' Use in Screening and Required for all postings. For this example, also mark the question '<b>Program Coordination</b>' as required. This will fail all applicants who answered 'NO' to this screening question to lower the applicant pool.</p> <p>Click the <b>Required</b> option.</p> <p><input type="checkbox"/></p>

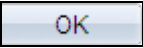

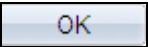
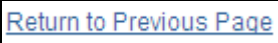
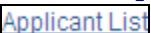
Step	Action
	<p>Once all screening criteria has been set, click the <b>OK</b> button.</p> <p><b>NOTE: Do NOT click the Apply button so that if necessary you can rerun the screening as many times as you think necessary.</b></p> <p>Click the <b>OK</b> button.</p> 
	<p>Click the <b>Run</b> list.</p> 
	<p>Click the <b>Preliminary</b> list item.</p> 
	<p>Click the <b>Go</b> button.</p> 
	<p>Click the <b>Process Monitor</b> link.</p> 
	<p>The process monitor appears in a new window.</p> <p>Click the <b>Maximize/Restore</b> button.</p> 
	<p>Click the <b>Refresh</b> button.</p> 
	<p>Continue clicking the <b>Refresh</b> button until the run status is <b>success</b> and the distribution status is <b>posted</b>. Once the status is posted you can close this window.</p> <p>Click the <b>Close</b> button.</p> 
	<p>Refresh the screen to populate screening results.</p> <p>Click the <b>Run</b> button.</p> 
	<p>Click the <b>View Screening Results</b> link.</p> <p>Here you will see the applicants that have Passed or Failed the screening criteria you set. From this screen you will be able to pull the applicants through to an Excel spreadsheet.</p> 
	<p>Scroll to the center of the page to view the results.</p> <p>Release the mouse button.</p>
	<p>Click the <b>Grid</b> icon while holding the <b>Ctrl</b> key. A new window will open with the downloaded information.</p> <p>Press the <b>[Ctrl]</b> key and click the <b>Download</b> button.</p> 

Step	Action
	<p>If you need to bypass a Pop-Up blocker, you can press the CTRL key and click the <b>Download</b> button, or temporary disable pop ups by clicking the pop up blocker link.</p> <p>Click the <b>Pop Up</b> button.</p>
	<p>Click the <b>Download File...</b> menu.</p> 
	<p>Click the <b>Open</b> button.</p> 
	<p>When you are finished reviewing/manipulating the screening results in the Excel spreadsheet, you may exit out of the spreadsheet or save it in order to edit as needed.</p> <p>You will be able to modify the spreadsheet to your needs. <b>Please make sure that you add at least 2 additional columns to reflect Veteran status and Recall rights.</b></p> <p>You will save the spreadsheet for additional reference. Depending on your business practice, you will be able to forward this information to your hiring manager(s).</p> <p>Press <b>[Enter]</b>.</p>
	<p>If you have more than 20 applicants on the list, click the <b>View All</b> link.</p> <p>To place an applicant in <b>Route</b> status, click the check box next to each applicant that Passed screening.</p> <p>Click the <b>Checkbox</b> option.</p> 
	<p>Notice that all the applicants that have passed screening have been marked to route.</p>
	<p>Click the <b>Route Applicant</b> link.</p> 
	<p>Insert the employee's name that you will route the applicants to into the Route To field. This employee will have access to review the applicants to ensure they have the preferred experience for the position.</p> <p>Enter the desired information into the <b>Route To</b> field. Enter a valid value e.g. "<b>karen dunbar</b>".</p>
	<p>Tab out of this field to populate the information.</p> <p>Press <b>[Tab]</b>.</p>
	<p>Click the <b>Submit</b> button.</p> 
	<p>Do not click the <b>Save</b> link. This will Apply the screening results and you will not be able to rerun screening if necessary. When you leave this page, you will receive an error message. Click <b>Cancel</b>.</p> <p>Click the <b>Return to Job Opening</b> link.</p> 
	<p>Click the <b>Cancel</b> button.</p> 

Step	Action
	<p>Applicants have successfully been screened and routed.</p> <p><b>NOTE:</b> If you would like to screen the applicants that passed the Preliminary Screening process using more detailed criteria, please repeat all steps above but select Final Screening instead of Preliminary Screening.</p> <p>Press <b>[Enter]</b>.</p>
	<b>End of Procedure.</b>

## Appendix J: View Applicant Profile Job Aid

Step	Action
	<p>Click the <b>Main Menu</b> button.</p> 
	Point to the <b>Recruiting</b> menu.
	<p>You will be able to view an applicant's profile to determine if they possess the preferred experience for the position.</p> <p>Click the <b>Browse Job Openings</b> menu.</p> 
	Click the <b>Program Director 2</b> link.
	
	Click the <b>Applicant Name</b> link.
	Click the <b>Applicant Data</b> tab.
	
	<p>Scroll until you find the application submitted for your job opening ID.</p> <p>Click the scrollbar.</p>
	Click the <b>Application Icon</b> button.
	
	<p>You will be able to view the applicant's profile.</p> <p>Click the scrollbar.</p>
	Click the <b>Edit Employment History</b> link.
	<p>This link will allow you to view the applicant's work experience.</p> 

Step	Action
	<p>Review the employment details.</p> <p>Click the <b>OK</b> button.</p> 
	<p>To view education information you will need to scroll down to the degree area.</p> <p>Click the scrollbar.</p>
	<p>Click the <b>Bachelor of Arts</b> link.</p> <p>This link will allow you to view the education information. If there are no degrees listed in this section, the applicant either does not have a degree or did not list one. If a degree is required for your position, the applicant will need to update their application to include this information.</p> 
	<p>Review the education details.</p> <p>Click the <b>OK</b> button.</p> 
	<p>Click the scrollbar.</p>
	<p>Other additional information the applicant has provided can also be viewed on this page.</p> <p>Click the <b>Return to Previous Page</b> link.</p> 
	<p>Choose the <b>Applicant List</b> link to return to the manage applicant list.</p> <p>Click the <b>Applicant List</b> link.</p> 
	<p>You have now learned how to view an applicant profile.</p> <p><b>End of Procedure.</b></p>